

HRDF

Train-The-Trainer

Certification Course

A trainer is the person who is responsible to enhance the skill of another through educational methods. This simple definition, is the core of why trainers need to be trained prior to conducting a training session. Train the trainer is essential for managers, executives, trainers, instructors, team leaders, and supervisors in any organization who wish to provide structured training and conduct relevant and fair assessment.

This training programme will assist participants whom training is a large part of their job, or a full job function within a structured assessment and training system to develop training programmes, deliver, as well as assess their participants or employees.

At the end of this 5 days programme, participants will be able to:

- ✓ Understand core theories and concepts related to adult learning
- ✓ Plan and execute a Training Needs Analysis
- ✓ Develop competency based training programme
- ✓ Deliver effective training session
- ✓ Plan for learning retention assessment

TARGET PARTICIPANTS

Trainers who want to be HRDF TTT Certified Trainer as well as enhance their quality and effectiveness in performing training sessions and training related activities.

Note:

Due to the practical assessment where each participant is required to conduct a mock up training session, the number per session is limited to 15 person only

**COURSE
CONTENT**

CT 1: Plan Adult Learning

- Fundamentals of Adult Learning and Training
- Principles of Adult Learning
- Competent Trainer's and Characteristics
- Ethics Guide for Trainers

CT 2: Conduct Training Needs Analysis (TNA)

- Overview of Training Needs Analysis (TNA)
- TNA Methods
- Competency Gap Analysis
- Outcomes of Training Needs Analysis

CT 3: Design Competency Based Training Programme

- Programme Requirements
- Training Resource Development
- Training Design Development

CT 4: Conduct Competency Based Training

- Methods of Training Delivery
- Presentation and Facilitation Skills
- Learning Supports
- Session Plan
- Training Arrangements and Coordination

CT 5: Assess Participants' Competence

- Introduction to Competency-based Assessment

Practical Assessment

- 15 minutes each participant on topic of their choice

**5
DAYS
TTT**



Final Assessment

**HRDF TTT
CERTIFIED
TRAINER**



**Accreditation
Assessment**

**HRDF
ACCREDITED
TRAINER**

**TRAINING
METHODOLOGIES**

Interactive knowledge sharing, quiz, case studies, group activities, mock up training session and pre and post test assessment

**TRAINER'S
PROFILE**

Ahmad Fauzan Othman, is an approved lead trainer for HRDF Train-the-Trainer since 2014 and has trained various level of employees from the private and public sector. He focuses on self-development topics towards personal and team productivity. Fauzan is also an author of a number of management and motivational books. He speaks fluent Japanese and teaches the language to adult learners.

Ahmad Rusdi Shamshuddin, is a TEDx speaker's coach and has 14 years experience in conducting Experiential Learning trainings. His method in delivering training combines practical facilitation, high energy activities and fun learning processes. During his 10 years in the National Service programme, as a Master Trainer he has trained hundreds of National Service Trainers and Facilitators.

**FURTHER
ENQUIRIES**



TTT@accessideas.com.my



011 - 5636 4100



ACCESS IDEAS (M) SDN. BHD. (1114005D)

**12-2, BLOK A, JALAN ATMOSPHERE 2,
PUSAT PERNIAGAAN THE ATMOSPHERE,
43300 SERI KEMBANGAN, SELANGOR DE**

www.accessideas.com.my



LINTON
UNIVERSITY
COLLEGE

DKU012(N)
Owned by:
Kolej Universiti Linton Sdn. Bhd.
(449905-P)

15 February 2019

To Whom It May Concern

Testimonial: TTT Programme Access Ideas Malaysia (AIM)

I attended the TTT training by Access Ideas Malaysia between 5th and 9th Jan 2019 in Everly Hotel, Putrajaya which was conducted by Mr. Fauzan and his team members. I would certainly say that it was one great choice which I made in choosing Access Ideas as I gained more than what I hoped for.

Right from the venue, the F&B, the training content, the highlight of the training who is the Master Trainer, Mr. Fauzan, the slides presentation and the notes, the before and after service and the overall programme conduct were excellent!

I can't thank Access Ideas enough for the inspiring session and the wonderful experience. Both the printed and soft copy contents were given in a very visually appealing form. Who does not like to read interesting illustrations? It was very well designed, practical and valuable for anyone who wants to enhance their skills in the field of training and development. The trainees were all coming from different background, yet Mr .Fauzan could actually conduct the session in such a manner where all of us felt very much at ease to confer our ideas and equally share our insights without any issues.

Thus, I would like to record it here that Access Ideas offers exemplary quality as it was evident during our session that they are constantly examining their own practice in order to improve their programme so that the trainees achieve their desired goals. We were given the opportunity to voice out our individual goals in attending the TTT programme and this has enable Mr. Fauzan to run the programme in such a manner where relevance in terms of content was made to our goals and objectives. This way we are clearly able to understand the training content better and able to relate the importance of it towards our goals and objectives.

Thanks so much for the amazing TTT session. It has really motivated me to learn many new approaches to training and development activities. I can honestly say that putting your tips and tools into practice made me be more confident in planning and conducting my training session effectively in the future.

Keep up the good work AIM!

Thank you

Yours sincerely

Shamala Chandran
Head of School, English Language Centre
Linton University College
Mantin, Negeri Sembilan

TESTIMONIAL