



**RM2684**  
**PER PERSON**  
(EXCLUDING  
ACCOMMODATION)

HRD Corp

# Train-The-Trainer

## Certification Course

A trainer is a person responsible for enhancing the skills of others through educational methods. This simple definition is the core reason why trainers need training before conducting a training session. Train-The-Trainer is essential for managers, executives, trainers, instructors, team leaders, and supervisors in any organisation who wish to provide structured training and conduct relevant and fair assessments.

This training programme will assist participants for whom training is a large part of their job or constitutes a full job function within a structured assessment and training system. It aims to help them develop training programmes, deliver, and assess their participants or employees effectively.

**At the end of this 5-day-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 PSMB certified 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 persons only*

## Course Content

### CT 1: Plan Adult Learning

- Fundamentals of Adult Learning and Training
- Principles of Adult Learning
- Competent Trainer 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 for each participant on topic of their choice

## Training Methodologies

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

5  
DAYS  
TTT



Final Assessment

HRDCORPTT  
CERTIFIED  
TRAINER



Accreditation  
Assessment

HRDCORP  
ACCREDITED  
TRAINER

## Trainer Profile

**Ahmad Fauzan bin Othman** is an approved lead trainer for HRDCorp 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.

Follow his tips via [#TipsForTrainers](#)

**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



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## Registration Link

Sign up for our TTT Programme

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