

Train The Trainer

for Trainer, Training/HR Personnel, Managers and Supervisors



13 & 14 May 2015 (9.00 am – 5.00 pm), Sunway Hotel Seberang Jaya

Knowledge employees and continual improvement are essential to business success. Therefore, management needs to actively promote continuous learning culture in the company. The cost effective way to do so is to develop internal resources to train employees from time to time. Experienced managers and supervisors who are equipped with vast knowledge, skills and experience are the best candidates to be trained as internal trainers. However, effective transfer of knowledge and skills is only possible if they are equipped with the proper training skills.

Learning Objectives/Outcomes	100% SBL claimable
<ul style="list-style-type: none"> ✓ To understand the key principles of training ✓ To discover how motivation and coaching skills can be used for effective training ✓ To identify different learning styles ✓ To develop good and effective visual aids ✓ To understand the key elements of presentation skills 	<p>Normal Fee: RM800 per participant</p> <p>Register by <u>29 Apr 2015</u>, or Group of 2 or 3 Participants: 10% Discount Group of 4 or 5: 15% Discount</p> <p><i>Certificate of participation will be awarded upon completion of the program</i></p>

Program Outline			
<p>Overview of Training</p> <ul style="list-style-type: none"> • Meaning of training • The role of training • Who to train? • Why me? • The role of a Trainer • Type of training • Becoming a Learning Organization <p>Trainer Skills</p> <ul style="list-style-type: none"> • Analysing • Planning • Presenting • Assessing • Evaluation • The Art of training 	<p>Adult Learning Principles</p> <ul style="list-style-type: none"> • Differences between adult and children as learners • The 9 principles associated with adult learning • Apply adult learning principles when conducting training • The 4 stages of learning • Multi-sense learning <p>Basic Facilitation Skill</p> <ul style="list-style-type: none"> • Attending • Observing • Listening • Questioning • Responding To Learner's Behavior 	<p>Handling Problem Situation</p> <ul style="list-style-type: none"> • Common problem situations in training • Three key considerations in handling problem situations • Identifying strategies for handling some common problems situations <p>Developing and Using Training Aids</p> <ul style="list-style-type: none"> • Training Material • Writing Board • Videos/Film/CD • Flip Chart • Projector/Transparency 	<p>Overcoming Butterflies</p> <ul style="list-style-type: none"> • Techniques: 1 Day Before Training • Techniques: 1 Hour Before Training • Techniques: Immediate Before Training • Techniques: During The Introduction • Trainer Nerves <p>The Evaluation</p> <ul style="list-style-type: none"> • Why evaluation is critical in training? • Methods of evaluation <p>Life Presentation</p>

The Trainer

Ms Kok Hui Ching (Cheri Ho), a corporate trainer who has been in the field for past 10 years and she has enjoyed every minute of it. Helping others effectively achieve their personal and career life goals is her true passion in life. Holding the principles of "life long learning", she devoted her time in reading, learning and sharing with others. As an ICSA graduate she ventured into various industries such as direct marketing, training & education and manufacturing. With the courage to explore and being a change agent, she obtained vast experience in areas such as sales and marketing, production planning and control, manufacturing, QMS, auditing, training and development, human resource management, continuous improvement and cost reduction projects (such as SMWT, Material salvaging, Operator Competency Rewarding System, etc) even in strategic planning activities. Cheri has been actively involved in the training activities upon her certification as a trainer since 2000. She has also completed the Certified Training Professional Program (ASTD). She has been designing and conducting operative training, supervisory training, basic computer training, Train The Trainers program, teambuilding, management skills and many more. Her most performing experience was during her service as a section head for the training and development department to oversee the operative training and career development program for approximately 2,000 workers in her previous company. With her friendly, cheerful and pro-active characteristic had made her every training session a wonderful learning adventure with remarkable results.

For **Registration Form**, Contact Miss Ng or download from www.XcelLearn.com

Customised In-house training also available.

04 – 640 1616

cschong@xcellearn.com

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"Excel in Learning for Superb People and Organisation Performance"

Reply To: **XcelLearn Resources Bhd**

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Sunway Hotel Seberang Jaya

REGISTRATION FORM

	Name of Participant(s)	I/C No	Designation	Vegetarian(✓)
1.				
2.				
3.				
4.				
5.				

Company Name _____

Company Address _____

Contact Person _____

Designation _____

Tel _____

Fax _____

Email _____

Nature of Business _____

Enclosed is the Cheque (No: _____) of RM _____, crossed and made payable to "**XCELLEARN RESOURCES BHD**" (AmBank (M) Berhad A/C No: 093-201-200414-5).

Do you need us to assist you on the booking of hotel accommodation? Yes No

If yes, please specify:

Check-in Date _____

Check-Out Date _____

* The hotel accommodation is subject to availability. Please re-confirm with the coordinator before the training and make payment directly to the hotel on check-in date.

Terms & Conditions

1. The above registration fee is 100% claimable under SBL scheme. Please apply to HRDF for approval before the commencement of the program.
2. The fee is inclusive of training materials and meals (2 Tea Breaks and 1 Lunch) at the hotel.
3. If notice of withdrawal is given in writing before the confirmation of your registration, no fee is charged. No cancellation is allowed once confirmation letter is forwarded to you. If the registered participant is unable to attend, a substitute is allowed. No refund if participant does not turn up or being substituted on the training day.
4. Cheque should be crossed & made payable to "**XCELLEARN RESOURCES BHD**" 1 WEEK BEFORE training.
5. **XcelLearn** has the right to change the dates, time, venue, trainer or cancel the training scheduled due to circumstances beyond its control.

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