

Train the Trainer

5
DAYS



Interactive
Knowledge
Sharing



Case Studies



Group Activities



Mock Up
Training Session &
Assessment

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

Registration Fee
MWA Member:
RM2400

COURSE CONTENT

- Module 1: Plan Adult Learning
- Module 2: Conduct Training Needs Analysis (TNA)
- Module 3: Designing Competency Based Training Programme
- Module 4: Conduct Competency Based Training Programme
- Module 5: Assess Participant's Competence

TRAINING DATES & VENUE

January	5 – 9	(Sat – Wed)	@ The Everly, Putrajaya
March	4 – 8	(Mon – Fri)	@ The Everly, Putrajaya
April	22 – 26	(Mon – Fri)	@ The Everly, Putrajaya
June	15 – 19	(Sat – Wed)	@ The Everly, Putrajaya

TARGET PARTICIPANTS

Those who are passionate about training and would like to be trainers and enhance their quality and effectiveness in performing training sessions.

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Supported by



**HRDF
Claimable**

PSMB
CERTIFIED
TRAINER

**In-house session
can be arranged**

Course
Content

Module 1: Plan Adult Learning

- Principles of Adult Learning
- Identifying Participant's Learning Styles and Objectives
- Applying Appropriate Training Approaches

Module 2: Conduct Training Needs Analysis (TNA)

- Steps to TNA Process
- Determine TNA Scope
- Types of Data and Data Gathering Methods
- Performing Gap Analysis and Reporting TNA Findings

Module 3: Designing Competency Based Training Programme

- Determine Training Programme Requirements and Learning Outcomes
- Determine Training Contents
- Determine Training Method and Plan for Training Activities
- Identifying Training Resources
- Reviewing Training Programme Design

Module 4: Conduct Competency Based Training Programme

- Preparing a Session Plan
- Applying Presentation Skills
- Facilitate Training Activities
- Preparing a Conducive Environment to Support Learning
- Training Arrangements and Coordination

Module 5: Assess Participant's Competence

- Planning for Assessment
- Developing Assessment Tools
- Conducting Knowledge and Skills Assessment
- Analysing and Reporting Assessment Findings

TRAINER'S
PROFILE



Ahmad Fauzan Othman, is an approved master trainer for PSMB 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.



Liew Chee Khuan (CK Liew), is a HRDF certified Trainer and a MIM certified Professional Coach. CK possesses over 35 years of extensive professional work experience with an International Airline based in Malaysia. His last held position was Head of Network Planning in the Commercial Division after having worked in various functional areas ranging from Flying Operations to IT Support to Business Planning.

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27th November 2017

TESTIMONIAL

Re: EN AHMAD FAUZAN BIN OTHMAN

I was one of the participants who had the privilege of attending the 'TRAIN THE TRAINER (PSMB CERTIFIED TRAINER)' programme organized by Pembangunan Sumber Manusia Berhad ('HRDF') Kementerian Sumber Manusia from 15 till 19 August 2016 which was held at Pullman Hotel, Bangsar.

The 'TRAIN THE TRAINER (PSMB CERTIFIED TRAINER)' programme was conducted by En Ahmad Fauzan Bin Othman who is an experienced and competent Trainer. His Company called Access Ideas (M) Sdn. Bhd is an approved Training Provider by HRDF and further he is a Certified Trainer to conduct this programme. In my view En Ahmad Fauzan had demonstrated his unique ability as a very specialized and highly talented Trainer who took special effort and time during this programme to impart strategic skills in the area of (a) Plan Adult Learning (b) Conducting Training Needs Analysis (c) Designing and Conducting Competency Based Training Programmes and (d) Assessment of Participant's Competency as a Trainer. He was able to complete this programme with excellent methodological skills by introducing practical case studies and group discussions to strongly inculcate important and relevant learning points in the sphere of training. His excellent time management strategy in executing and completing the various modules in this programme was indeed exemplary.

En Ahmad Fauzan has the passion and the unique ability and competency skills to impart relevant practical knowledge to equip participants with the required training and development skills to enable participants to be effective trainers so that they can contribute towards organization's productivity and growth. It is my strong belief and recommendation that by participating in the 'TRAIN THE TRAINER (PSMB CERTIFIED TRAINER)' conducted by En Ahmad Fauzan you will benefit greatly and become a competent Trainer in your profession in your organization.

Yours faithfully

P Iruthayaraj A/L D Pappusamy
Special Functions Adviser to the Executive Director of MEF
(Former Industrial Court Chairman)

TESTIMONIAL

TERMS & CONDITIONS

Registration will only be confirmed upon receipt of **full payment**. Program fee includes refreshments, course materials and certificate.

Cancellation

- 1. No cancellation and refund are allowed within five (5) working days from the date of program.
- 2. Substitution of participant(s) is allowed with no additional charge, provided that the Malaysian Water Academy Sdn Bhd (MyWA) must be notified in writing of the name and designation of the new participant(s) within five (5) days from the date of program.
- 3. Unpaid registrations will also be liable for full payment of the registration fee.

Data Protection

- 1. Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

Disclaimer

- 1. MyWA reserves the right to change the venue, facilitator, and reschedule or cancel the course whenever deemed necessary. We shall inform the participant(s) in any changes arise. MyWA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.

REGISTRATION FORM

To: Malaysian Water Academy Sdn Bhd
 No. 24, Third Floor, Jalan Sri Hartamas 8,
 Taman Sri Hartamas, 50480 KUALA LUMPUR.
 Tel: 03-6201 1457/1562 Fax: 03-6201 1466
 Email: hafis@mwa.org.my (Hafis) or farah@mwa.org.my (Farah)

COURSE: TRAIN THE TRAINER
 DATE: _____

Participant Details

NO	NAME	DESIGNATION	EMAIL	PHONE

Organization Details

Organization Name & Address:

Email: _____
 Phone: _____
 MWA Membership No: _____

Payment Details

MWA Member: RM2400.00

Enclose herewith my/our full payment, cheque no. _____ of

RM _____ issued to **MALAYSIAN WATER ACADEMY SDN BHD**

Account No: 277 000 23799 (Hong Leong Bank Berhad)

Authorized Signature

Date & Org. Stamp