



#Public Training/Workshop#

TRAIN THE TRAINER

“Be A Perfect Trainer”

“The Art Of Adventure For Lifelong Learning”

Course Objectives:

By the end of the course, participants should be able to:

- ◆ To fully understand the characteristics of a competent trainer
- ◆ To apply the adult learning principals in designing and delivering the training programme to any level of audience.
- ◆ To identify and design TNA by using specific tools to meet the customer's needs and requirements within a given time.
- ◆ To design and develop competency-based training programs (training content, sequence, activity & assessment)
- ◆ To conduct a training session effectively

Methodology:

Highly participative and interactive approach. It incorporates the various different method and medias to illustrate as example for trainers to use in adult training such as :-

- ◆ Individual Presentation
- ◆ Group Dynamics
- ◆ Pairs / Sub-groups and multi-group discussion
- ◆ Games and Activities
- ◆ Exercises
- ◆ Role Play
- ◆ Audio & Video Presentation

Our aim is to have a practical user-friendly yet successful approach to all aspects of delivery methods with principles and techniques that are practical and easy to use.

Who Would Benefit?

This program has been designed for potential trainers, instructors, team leaders, supervisors in organizations, who wish to provide structured training and conduct relevant & fair assessments in their organizations, so as to achieve Peak Performance.

Program Schedule :

Registration	:8.30am
Morning session	:9.00am - 10.30am
Morning Tea	:10.30am - 10.45am
Lunch	:1.00pm - 2.00pm
Afternoon session	:2.00pm - 3.30pm
Afternoon Tea	:3.30pm - 3.45pm
End	:5.00pm

Date:

Please refer to our WEBSITE

Medium:

English & Bahasa Malaysia

Duration:

2 days (9am - 5pm)

Venue:



MODULE 1 : CHARACTERISTIC OF A COMPETENT TRAINER

Module Purpose

This module introduces the required characteristics of competent trainer, the degree of motivation of the trainer, theory of self concept, trainer's perception of the trainees, ethics, and the trainer as a reflective practitioner.

- A Definition of Competency
- Strategic Issue and the Role of The Trainer
- Characteristic of A Competent Trainer
- Self Concept Theory by Carl Rogers
- Trainer's Analysis Of Trainees
- Ethical Practices Of Training
- Trainer As A Reflective Individual

MODULE 2 : FUNDAMENTAL OF ADULT LEARNING AND TRAINING

Module Purpose

This module defines learning and training, introduces the preferred learning styles of trainees and the instructing style of trainees and the instructing styles of the trainer, the degree of motivation of the trainer, theory of self concept, trainer's perception of trainees, ethics, and the trainer as a reflective practitioner.

- Training And Learning
- Training Cycle
- Theory Of Learning
- Learning Styles Of Trainees
- Principles Of Adult Learning
- Barriers Of Learning

MODULE 3 : FUNDAMENTAL OF TRAINING NEEDS ANALYSIS

Module Purpose

This module defines the concept of training needs analysis, explain the competency based as new approach of TNA. The qualitative/quantitative data collection methods and the processes involve in TNA.

- What Is Training Needs Analysis?
- Approaches To Training Needs
- Competency Based TNA
- Four Level Of Training Needs
- The Process Of Conducting Training Needs Analysis (TNA) ?

MODULE 4 : DESIGNING TRAINING PROGRAMMES (COMPETENCY BASED)

Module Purpose

To develop the ability of trainers to design relevant and effective CBT training programmes.

- ◆ Comparing Competency Based Training And Education To Conventional Approaches
- ◆ Structure Of Competency Standards
- ◆ Steps Writing Training Objective
- ◆ Preparing Training Content, Sequence & Activity
- ◆ Three Factors To Consider When Identifying The

Content Of Training

- ◆ Planning Assessment
- ◆ What Are the Methods Of Assessment?
- ◆ Analyzing And Reporting Assessment Results

MODULE 5 : CONDUCTING TRAINING PROGRAMMES

Module Purpose

To acquire skills in conducting and delivery of training by trainers.

- ◆ Training Methodology
- ◆ Conducting Training Programmes
- ◆ Motivating The Adult Learner
- ◆ Determining Administrative Arrangements

Facilitate a training session using various methodologies in 15 minutes.



Trainer's Profile

MOHAMMAD ASLAM MOHAMMAD

As a professional trainer he specializes in human development areas such as Motivational programs, Team Building, Management Skills, Communication, Negotiation, Training Need Analysis-TNA, Train the Trainer-TTT, Presentation, Time Management, Positive Work Culture, Stress Management and Entrepreneurship Development programs.

He has WORKED FROM the executive to senior managerial position which has enriched his exposure in dealings with employees and understanding the complexity of people behaviors. Mohammad Aslam has extensive experience in the field particularly in various industries such as creative, publishing, production & manufacturing. In the industry, Aslam was also responsible for the development and execution of Training Need Analysis (TNA), 5S Project, Total Productive Maintenance (TPM), Transformation Work Culture Program, and The Apprenticeship Structured Program (consist of On The Job and Off The Job training). He was also responsible for the safety and ISO Internal Audit committee.

He incorporates his experience and knowledge in his programs to share and give the effective learning. Mohammad Aslam also had attend-ed numerous training which enables him in enhancing his competency in performing his task. As known to be an energetic and dynamic trainer, he has conducted training and facilitation for organizations and individuals to be leaders of today's demanding society.

Besides that, Mohammad Aslam plays a big role in the society to produce more entrepreneurs with his framework/structure program. An accomplishment in his program design was the recognition from higher education recognition and the number years of commitment from entrepreneurship institution in the government with him. Among the unique approach that he use in his design is 'real business simulation program' based on Learn – Do – Feel – Faced methods. He normally share the use of psychometric instruments or tools that helps people understands their psychological preferences, improve relationships and fulfill human potential in his training programs.

He adopts a very participative approach in his training using lectures, group activities, case study, role play, discussions, and real life simulations'. His work in training clients includes identifying the deficiency/gap, training design, formulating training strategies, training plan and carrying out customized training programs with emphasis on result. His skills and experience make him a value trainer and consultant for organization such as Telekom Malaysia(TM), UniversitiTeknologi MARA (UITM), International Islamic University(IUUM), Kumpulan Ka-rangkraf, DasarCetak, PJ Bumi, YAUM Foundation, Proton, TOYOTA, PerbadananKemajuanNegeri Selangor, POS Malaysia, Media Net-work, UniversitiKebangsaan Malaysia, Ultimate Print, etc.

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Registration Form

TRAIN THE TRAINER

"Be A Perfect Trainer"

DATE: Refer to our WEBSITE. | **VENUE:**

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5548 0024 ; TEL: +603-5542 0023 (HuntingLine)

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Authorization (Signatory must be authorized on behalf of the company)

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This booking is invalid without a signature & company stamp.

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation

2. Fees are inclusive of program materials and refreshments.

3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking(LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4. CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in . All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 4-days prior to the event Non-payment or non- attendance does not constitute cancellation.

(However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

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