



COURSE TITLE	: Training Management for Business	COURSE CODE	: TTT2
COURSE DURATION	: 6 day(s) / 38.00 hour(s)	COURSE LEVEL	: Basic
COURSE CATEGORY	: Competency	EXAMINATION FEE	: RM200.00
HRDF SCHEME	: SBL		
COURSE FEE	: RM2,491.00 (inclusive of SST)		

1. OBJECTIVE(S):

At the end of the course, the participant will be able to:

This Advanced Train the Trainer Programme is designed to provide the learner with the knowledge and skill in the design, delivery, assessment and evaluation of specific competency training programmes. It also covers knowledge and skill in facilitating individual and group based learning. Hence, this programme provides the enhancement of learning required in ensuring a quality and effective competency based training programme.

2. TARGET GROUP(S):

- i. Persons involved in the development, planning and delivery of competency based workplace training courses.
- ii. Trainers required by employers to obtain formal training qualifications.
- iii. Persons wanting to increase their job prospects and promote career advancement.

3. ENTRY REQUIREMENT(S):

- i. Attended the Train the Trainer Programme.

4. TOPIC(S):

- i. Undertake organisational training needs analysis.
- ii. Determine and manage the scope of training and/or assessment.
- iii. Learning Design.
- iv. Delivery and Facilitation of Competency Based Training (Groups).
- v. Delivery and Facilitation of Competency Based Training (Individual and Workplace).
- vi. Assessment of Competency Based Training and Validation.
- vii. Practical Demonstration Sessions.



INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA
NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

KURIKULUM KURSUS

COURSE CURRICULUM

TEL : 03 – 8769 2100 FAX : 03 – 8926 2900

URL : www.niosh.com.my



5. LIST OF REFERENCE BOOK(S):

i. -



6. LIST OF TEACHING AID(S):

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.

7. LIST OF CLASSROOM ACTIVITIES:

i. -

Last updated on 7th January 2014 by PDD

 	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH			
	COURSE SCHEDULE			
	No. Dokumen	No. Pindaan	Tarikh	Muka Surat
NIOSH-PDD-CS-TTT2	00	30 Jan 2012	1 / 3	



COURSE TITLE: TRAINING MANAGEMENT FOR BUSINESS

DAY ONE

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0830 - 0900	0.50	Introduction	NIOSH
0900 - 1030	1.50	Undertake Organisational Training Needs Analysis	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0900 - 1030	1.50	Manage the Scope of Training and Assessment	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF DAY TWO	



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DAY THREE

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0900 - 1030	1.50	Design and Develop Learning Programs	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Plan and Organise Group Based Delivery	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Facilitate Group Based Learning	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Workshop	
	6.50	END OF DAY THREE	

DAY FOUR

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0900 - 1030	1.50	Facilitate Individual Learning Facilitate Work Based Learning	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Develop Assessment tools Participate in Assessment Validation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF DAY FOUR	

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DAY FIVE

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0900 - 1030	1.50	Preparation for Microteaching Session	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	
	6.50	END OF DAY FIVE	

DAY SIX

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0900 - 1030	1.50	Microteaching Session	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1230	1.75	Continuation	
1230 - 1400	1.50	LUNCH	
1400 - 1515	1.25	Continuation	
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1545 - 1430	1.00	Continuation	
	5.50	END OF THE COURSE	

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