



<b>COURSE TITLE</b>	: Training Management for Business	<b>COURSE CODE</b>	: TTT2
<b>COURSE DURATION</b>	: 6-day(s) / 32.50-hour(s)	<b>COURSE LEVEL</b>	: Intermediate
<b>COURSE CATEGORY</b>	: Competency		
<b>HRD CORP SCHEME</b>	: Claimable		
<b>COURSE FEE</b>	: RM2,491.00 (inclusive of 6% SST)	<b>EXAMINATION FEE</b>	: RM200.00
<b>TOTAL FEE</b>	: RM2,691.00 (inclusive of 6% SST)		

**1. OBJECTIVE(S):**

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

- i. 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 (TTT1).

**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.

**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. Lecture.
- ii. Discussion.
- iii. Presentation.

**Note:** Participant is required to bring along laptop (for presentation) during the training session.

 	<b>NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH</b>		
	COURSE SCHEDULE		
	Document No. NIOSH-PDD-CS-TTT2	Revision No. PDD140107	Page 3 / 5



**COURSE TITLE: TRAINING MANAGEMENT FOR BUSINESS**

**DAY ONE**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration and Course 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	
	<b>6.50</b>	<b>END OF DAY ONE</b>	

**DAY TWO**

TIME	HOUR	TOPIC	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	
	<b>6.50</b>	<b>END OF DAY TWO</b>	

 	<b>NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH</b>		
	COURSE SCHEDULE		
	Document No. NIOSH-PDD-CS-TTT2	Revision No. PDD140107	Page 4 / 5

### DAY THREE

TIME	HOUR	TOPIC	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	
	<b>6.50</b>	<b>END OF DAY THREE</b>	

### DAY FOUR

TIME	HOUR	TOPIC	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	
	<b>6.50</b>	<b>END OF DAY FOUR</b>	

**DAY FIVE**

TIME	HOUR	TOPIC	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	
	<b>6.50</b>	<b>END OF DAY FIVE</b>	

**DAY SIX**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Microteaching Session	ECD
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1230	1.75	Continuation	ECD
1230 - 1400	1.50	LUNCH	
1400 - 1515	1.25	Continuation	ECD
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1530 - 1630	1.00	Continuation	ECD
		<b>END OF THE COURSE</b>	

**Note:** Participant is required to submit individual report within 4 weeks after completion of the course.