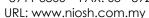
### INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA

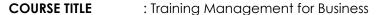
NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

#### **KURIKULUM KURSUS**

COURSE CURRICULUM

TEL: 03 - 8911 3800 FAX: 03 - 8926 3900





**COURSE DURATION**: 6-day(s) / 32.50-hour(s) COURSE CODE : TTT2

**COURSE CATEGORY**: Competency COURSE LEVEL : Intermediate

**HRD CORP SCHEME**: Claimable

COURSE FEE : RM2,538.00 (inclusive of 8% SST) **EXAMINATION FEE**: RM200.00

TOTAL FEE : RM2,738.00 (inclusive of 8% SST)

This course is designed for experienced trainers or subject matter experts involved in module development, academic curriculum development and comprehensive syllabus. This enables them to develop a solid module following the training cycle as well as identifying the gaps in knowledge, skill and attitude. Documents shall be compiled in a structured manner as a kit for trainer and to be submitted within one month.

#### 1. **OBJECTIVE(S):**

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

- i. Identify gaps in knowledge, skill and attitude.
- ii. Undertake organizational, department and occupational training needs analysis.
- iii. Develop a comprehensive training needs analysis report.
- Evaluate specific competency training programmes. iv.
- ٧. Facilitate individual and group based learning.
- vi. Ensure a quality and effective training package.
- vii. Conduct a competency based training programmes efficiently.
- Plan and organize assessment and assess competence. viii.

#### 2. TARGET GROUP(S):

i. Trainers who are involved in content development and way forward establishing as a Training Provider.

#### 3. **ENTRY REQUIREMENT(S):**

- i. Computer literacy.
- Have attended & completed OSH Train the Trainer Competency Based Programme by ii. NIOSH or by other Training Provider certified by HRD Corp (TTT1).

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### INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA



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## 4. TOPIC(S):

- i. Manage the Scope of Training.
- ii. Training Needs Analysis.
- iii. Design and Develop Learning Programs.
- iv. Learning Program Delivery for Individuals and Workplaces.
- v. Assessment and Validation.

## 5. LIST OF REFERENCE BOOK(S):

i. -

### 6. LIST OF TEACHING AID(S):

- i. LCD projector.
- ii. Computer / Laptop.
- 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.

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COURSE SCHEDULE			
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# COURSE TITLE: TRAINING MANAGEMENT FOR BUSINESS

## DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration	NIOSH
0900 - 1030	1.50	Introduction to TTT2	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	M1: Manage the Scope of Training	
1300 - 1400	1.00	LUNCH	
1400 – 1545	1.75	Continuation	
1545-1600	0.25	AFTERNOON TEA BREAK	
1600– 1700	1.00	Workshop	
	6.50	END OF DAY ONE	

## **DAY TWO**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	M2: Training Needs Analysis (TNA)	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 – 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 – 1545	1.75	Continuation	
1545-1600	0.25	AFTERNOON TEA BREAK	
1600 - 1700	1.00	Workshop	
	6.50	END OF DAY TWO	

COURSE SCHEDULE NIOSH MALAYSIA



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## **DAY THREE**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	M3: Design and Develop Learning Programs	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	- Plan and Organize Group Based Delivery - Facilitate Group Based Learning	
1300 - 1400	1.00	LUNCH	
1400 - 1545	1.75	Continuation	
1545-1600	0.25	AFTERNOON TEA BREAK	
1600 - 1700	1.00	Workshop	
	6.50	END OF DAY THREE	

## **DAY FOUR**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	M4: Learning Program Delivery for Individuals and Workplaces	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 – 1300	2.25	- Facilitate Individual Learning	
1300 - 1400	1.00	LUNCH	
1400 - 1545	1.75	- Facilitate Work Based Learning	
1545-1600	0.25	AFTERNOON TEA BREAK	
1600 - 1700	1.00	Workshop	
	6.50	END OF DAY FOUR	

COURSE SCHEDULE NIOSH MALAYSIA



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## **DAY FIVE**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	M5: Assessment and Validation	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1545	1.50	Preparation for Assessment	
1545 - 1600	0.25	AFTERNOON TEA BREAK	
1600 - 1700	1.25	Preparation for Assessment	
	6.50	END OF DAY FIVE	

## **DAY SIX**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Assessment	ECD
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1230	1.75	Assessment	ECD
1300 - 1400	1.00	LUNCH	
1400 - 1515	1.25	Assessment	ECD
1515 - 1530	0.25	AFTERNOON TEA BREAK	
1530 - 1630	1.00	Assessment	ECD
		END OF THE COURSE	

COURSE SCHEDULE NIOSH MALAYSIA