

2010

International Certificate in Training Practice (ICTP)

- Competency based Training Needs Analysis (CTNA)
- High Impact Training Design & Development of Materials
- High Impact Train-The-Trainer (HITTT)
- High Impact Training Evaluation



✦ INTRODUCTION

The International Certificate in Training Practice (CTP) is designed to enhance the skills of individuals who are currently trainers or those who have the potential to be trainers and will be promoted as trainers.

The International Certificate in Training Practice workshop comprises of 4 core modules and a written project paper (about 3,500 words). All participants are required to present their project paper to a panel of moderators, one of whom will be representing The Chartered Institute of Personnel and Development from the United Kingdom, the awarding body.

✦ DESIGNED FOR

This standard covers skills required by proficient Trainers such as Training Officers, Training Advisors, and Line Managers. It is intended for:

- Those involved in training and development in organisations
- Those working as independent trainers
- Training Administrators seeking a broader understanding of the principles of Training and Development
- Those aspiring for a career in Training and Development
- Training Managers with responsibility for Training and Development

✦ PRIOR KNOWLEDGE

It is preferred participants have the ability to present and have attended the basic Train-The-Trainer programme.

✦ CERTIFICATION OBJECTIVES

This course certifies that practitioners are able to:

- Identify and prioritise learning needs using appropriate methods of analysis
- Recommend learning and development opportunities relevant to identified needs
- Design training sessions and development of training materials
- Develop relevant materials and facilities to support training sessions
- Prepare, deliver, and review a range of practical learning sessions
- Assess and provide feedback to learners
- Evaluate training and development using appropriate methods and make improvements as appropriate

✦ COMPETENCIES ADDRESSED

Core Train-The-Trainer Skills

✦ LEARNING APPROACH

The modules are delivered in a highly practical and participative way with discussions, videos, exercises and reviews. Comprehensive notes supplement the discussions. Approximately 80% of the time will be spent in exercises, reviews and real life examples.

✦ METHODS OF ASSESSMENT

- Continuous assessment throughout the workshop
- 2 written and 2 skill-based assignments

✦ DURATION

10 days

✦ WORKSHOP CONTENT

1. Competency based Training Needs Analysis

- Using data collection methods and analysis techniques
- Interpreting the information gain
- Preparing training report and plans

2. High Impact Training Design & Development of Materials

- Identifying and defining training and learning objectives
- Choosing methods, media and resources persons
- Developing instructional plan
- Developing learning materials – audio, visual, and technology based learning aids
- Designing learner centred activities
- Developing participant workbooks and handouts
- Blended learning

3. High Impact Train-The-Trainer

- Purpose of Helping People Learn
- Preparing to Help People Learn
- Presenting to Help People Learn
- Skills Practice - Trainer Centered Sessions
- Promoting the Application of Learning

4. High Impact Training Evaluation

- Four levels for evaluating training
- Choosing appropriate evaluation tools
- Implementing evaluation
- Preparing reports and recommendation

✦ TRAINER

- SMR Team of Trainers

Registration Form

DETAILS OF PARTICIPANT

Name : _____

NRIC No. : _____

Position : _____

E-mail : _____

Tel : _____ Mobile No. : _____

Years of experience in current position : _____

Meal Option : Vegetarian Non-Vegetarian

NOMINATING OFFICER *(if applicable)*

Name : _____

E-mail : _____

Tel : _____

Job Title : _____

Signature : _____

INVOICE TO BE SENT TO

Name : _____

Position : _____

Company : _____

Address : _____

E-mail : _____

Tel : _____

Fax : _____

WORKSHOP FEE *(Please tick)*

International Certificate in Training Practice (ICTP)

[] Date : 19 - 30 April 2010

Venue : Kuala Lumpur, Malaysia

Fee : MYR 12,000

[] Date : 26 July - 6 August 2010

Venue : Kuala Lumpur, Malaysia

Fee : MYR 12,000

PAYMENT

[] Cash

[] I enclosed a cheque for **MYR 12,000**

Made payable to : **SMR HR Group Sdn Bhd**

(Formerly known as SMR Learning & Development Sdn Bhd)

[] Pay by Credit Card *(Term and conditions applies)*

Please contact : **603 - 2279 9199** *(Finance Dept)*

[] Bank Transfer : **Dataran Maybank Branch**

Company Name : **SMR HR Group Sdn Bhd**

(Formerly known as SMR Learning & Development Sdn Bhd)

A/C No : **5142 - 5340 - 6092**

TERMS & CONDITIONS

Programme fee must be paid in advance.

Note: We will send you a confirmation note on receiving your registration form.

FOR DETAILS AND REGISTRATION

Contact : **SALES TEAM**

Telephone : 603 - 2279 9199

Fax : 603 - 2279 9099

E-mail : info@smhrgroup.com

Post or fax your registration form, signed by your nominating officer to : _____