

# CERTIFICATE IN TRAINING & DEVELOPMENT

A Highly Practical & Hands-On Workshop

(Small Class Environment – Limited Places per Class)

IEA Management Consultancy is the approved provider for the **Certificate in Training & Development (CTD)** awarded by the **International Entrepreneurs Association (IEA), United Kingdom.**

The **Certificate in Training & Development** is designed for those seeking to develop to be a proficient trainers. The Course is skills-based rather than academic in its approach and satisfactory completion is determined by the results of continuous assessments and a work-related project.

## Course Objectives

The main objective of this professional certification is to assist the participants to plan, deliver, and evaluate training and development programs and learning experiences to meet individual, group and organizational objectives.

By the end of the Course, candidates will be able to:

- Identify and describe the role of the trainer and of training in relation to the organizational objectives
- Carry out training needs analysis at organization, group and individual level
- Design and plan training programs
- Conduct direct training sessions using a wide variety of learning techniques and methods
- Make effective use of resources
- Evaluate and assess learning acquired against objectives
- Monitor, maintain and improve the training system within their organization

## *Program Outline*

### **Module 1 Planning an Effective Organization Training (2 days)**

- Understand overall training strategies within organizations
- Roles of trainer
- Conduct a comprehensive training needs analysis to determine organization training requirements
- Identify and recommend training priorities which contribute to organization effectiveness
- Recommend appropriate action to be taken by senior management as a result of the analysis

### **Module 2 Effective Training Delivery Methodology (3 days)**

- Understand how a person learn
- Effective training preparation
- Develop interpersonal & communication skills to enhance the trainer's role
- Select appropriate participative methods to achieve specific training and development objectives
- Plan and conduct effective participative training sessions
- Project/ training presentation – every participants would be required to give an oral presentation of their project.

### **Module 3 Evaluating Training Effectiveness (2 days)**

- Establish the need to evaluate training

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- Identify areas requiring evaluation, pre-training, post-training and relate these to operational objectives
- Establish a framework for a systematic evaluation of training
- Identify and advise on methods and techniques of evaluation

### **Assessment Procedures**

Continuous assessment will be made on a number of written and practical assignments throughout the Course. Candidates are also required to undertake a project based on a work-related assignment or self-development study topic.

### **Methodology**

The modules are highly participative and practical so that the skills developed can be readily used in the workplace.

### **Investment Cost**

**Normal: RM4900-00** per participants inclusive of workshop materials, lunch and refreshments during workshops. **Fee excludes IEA membership fees.** (Claimable under HRDF's SBL scheme)

- **RM500-00** off per person for registrations of 2 or more from an organization
- Easy payment scheme can be arranged for self-sponsored candidates.

**SPECIAL: RM3900.00 for the 1<sup>st</sup> 5 registration ONLY. Hurry, call us now to reserve your place!**

### ***This qualification is intended for:***

- Those involved in training and development in organizations or working as independent trainers
- Training administrators seeking a broader understanding of the principles of training and development
- Those aspiring to a career in training and development
- Managers with responsibility for training and development

### **Time**

Course is held from 9.00 am to 5.00 pm

### **Course Venue**

Krystal Suites/Sheraton Hotel/ Equatorial Hotel, Penang