

GET YOURSELF CERTIFIED**!



HRD CORP TRAIN-THE-TRAINER CERTIFICATION PROGRAMME

PEMBANGUNAN SUMBER MANUSIA BERHAD—SMETAP SCHEME*



SPECIAL POINTS OF INTEREST:

- ✓ New HRD Corp Train-The-Trainer Certification curriculum is in line with HRD Corp Trainers' Development Framework.
- ✓ Provides skill in demonstrating, explaining, questioning, and conducting effective on-the job instructions.
- ✓ Workplace focused to add value to your effectiveness at work.
- ✓ Practical sessions to maximize your potential.
- ✓ Raises professional experiences and performance in communicating, facilitating, and training in the workplace.

Reach greater heights in your Training and Human Resources Development career. You can acquire the right knowledge, skill and attitude of a HRD Corp Certified Trainer. Our Train-The-Trainer programme is designed with the new HRD Corp Train-The-Trainer (TTT) curriculum for you to become competent to deliver your training programmes based on the quality standard set by HRD Corp. This 5-Day HRD Corp TTT Certification Programme is the right pathway for you to become a HRD Corp Accredited Trainer and conduct training under the HRD Corp Schemes.

LEARNING OBJECTIVES

By the end of the course, participants should be able to:

- ✓ Discuss the characteristics of a competent trainer.
- ✓ Explain adult learning principles and how training can be delivered effectively to adults.
- ✓ Conduct training needs analysis.
- ✓ Design competency-based training programmes.
- ✓ Deliver a training session effectively.
- ✓ Identify assessment method appropriately.

WHO SHOULD JOIN

Anyone conducting training or pursuing a career in training - whose large part of the job is training with responsibility for training program development, delivery and assessment such as Managers, Executives, Training Coordinator, Training Officer, HR Personnel, Lecturer, Corporate Trainer, Presenters, Facilitators, Team Leaders, Supervisors and professionals from all industries with subject matter expertise interested in instructional design, delivery and assessment functions for organizations and clients.

**Trainers who successfully completed the 5 days HRD Corp Train-The-Trainer (TTT) certification course and certified by lead trainers are recognised as TTT Certified Trainers. Certification in training will be awarded to the participants upon full attendance, assessment results of competency and after HRD Corp approval as applicable. Certificates are issued by HRD Corp.

**REGISTER NOW!
NOVEMBER 2024**

**COURSE FEE
RM 2,684.00* /pax**

* Course fee includes: 8% SST + HRD CORP Administration
* HRD Corp Claimable (Subject to HRD Corp approval)
* RM150.00 of the Accreditation Fee is individually payable to HRD Corp. This amount is not levy deductible and applies to all individuals and employers. Only payable upon submission of evidence to become an Accredited Trainer

DATES & VENUES

**4 NOVEMBER TO
8 NOVEMBER 2024
IRS TRAINING CENTRE,
SUBANG JAYA, SELANGOR**

**18 NOVEMBER TO
22 NOVEMBER 2024
IRS TRAINING CENTRE,
SUBANG JAYA, SELANGOR**

*Note: *Marketing representative for HRD Corp Train-The-Trainer Certification Programme for IRS Training Sdn Bhd
Disclaimer: We reserve the right to cancel or postpone the workshop owing to unforeseen circumstances. We may do this by informing the successful approved and paid registrant via email or/and WhatsApp. Terms and Conditions are applicable for online medium of delivery. 100% ATTENDANCE AND PARTICIPATION IS COMPULSORY FOR 5 FULL TRAINING DAYS. PARTICIPANTS ARE ADVISED TO ALLOCATE TIME FOR 5 DAYS.



Tel:+603 8024 1208
WhatsApp: +6012-2627780
IRS Training Sdn. Bhd. Email: info@irs-training.com Website: www.irs-training.com
3-7 Subang Business Centre, Jalan USJ9/5Q, Subang Jaya, Selangor DE, 47620 Malaysia

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COURSE CONTENT

CT 1: PLAN ADULT LEARNING

- Fundamentals of Adult Learning and Training
- Principles of Adult Learning
- Competent Trainer's Characteristics
- Ethics Guide for Trainers



CT 2: CONDUCT TRAINING NEEDS ANALYSIS

- Overview of Training Needs Analysis (TNA)
- TNA Methods
- Competency Gap Analysis
- Outcomes of Training Needs Analysis



CT 3: DESIGN COMPETENCY BASED TRAINING PROGRAMME

- Programme Requirements
- Training Resource Development
- Training Design Development

CT 4: CONDUCT COMPETENCY BASED TRAINING

- Methods of Training Delivery
- Presentation and Facilitation Skills
- Learning Supports
- Session Plan
- Training Arrangements and Coordination



CT 5: ASSESS PARTICIPANTS' COMPETENCE

- Introduction to Competency-based Assessment

TRAINERS, PARTICIPANTS, AND STAFF OF IRS TRAINING SDN BHD ARE REQUIRED TO STRICTLY COMPLY WITH ALL THE REQUIRED HRD CORP SOPS, GUIDELINES BY THE MINISTRY OF HEALTH AND OTHER ENFORCEMENT AGENCIES FOR COVID-19

Note: IRS Training reserves the right to change the training programme schedule without prior notification or communication

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OUR LEAD TRAINERS FOR HRD CORP TRAIN-THE-TRAINER CERTIFICATION PROGRAMME

HAJI ZULKIFLI BIN HJ ZAINAL ABIDIN

Haji Zulkifli Haji Zainal Abidin holds a Postgraduate in Human Resource Management from the University of Humber, United Kingdom, and holder of Certificate of Personnel Management and Certificate in Administrative from the Institute Of Administrative Management, United Kingdom. Apart from these, he is a 'Certified Professional Trainers' from International Professional Managers Association (IPMA), UK, 'Certified NLP Basic Practitioner' from National Federation of Neuro Linguistic Programming, USA. He is a Certified Trainer by Pembangunan Sumber Manusia Berhad (PSMB TTT/2952) and Lead Trainer for 'HRD Corp Train the Trainer Program' for Pembangunan Sumber Manusia (PSMB), under the Ministry of Human Resource since 2006. Haji Zulkifli has extensive experience in the field of Human Resources Development and Training for 17 years. He is also an appointed HRD Corp Training Needs Analysis (TNA) Consultant for Services and Manufacturing organization. Being a seasoned and well competent trainer, Haji Zulkifli is also one of the Lead Trainer for MDEC (Multimedia Development Corporation) – K Workers Development Institute for 'Self Mastery Program' and has also been appointed as Consultant and Training Provider for 'Malaysian Technopreneurship Development Centre (MATDEC), Institut Pengurusan Teknologi dan Keusahawanan (IPTK), Universiti Teknikal Malaysia, Melaka (UTeM). He is also deeply involved in the process of upgrading Train-the-Trainer modules under the National Occupational Skills Standard or NOSS, jointly organized by Perbadanan Sumber Manusia Berhad (PSMB) and Jabatan Pembangunan Kemahiran (JPK) under the Ministry of Human Resource. Haji Zulkifli has conducted programs on his personal capacity for many international and Malaysian organizations, such as Microsoft Malaysia, Bank Negara Malaysia, Sekolah Pelita Harapan (Jakarta), Nestle (Bangkok), Sunrise Berhad, Bank Bali (Jakarta), KESM Electronics, Celcom, Digi Communication, British American Tobacco (Singapore), Institut Sukan Negara, Shell Malaysia, Siemen Malaysia, and many more.

ALEX WONG

Alex Wong graduated with a Master in Instructional Design and Technology from Open University Malaysia, and Bachelor of Arts (Honours) Degree from Universiti Sains Malaysia. He obtained additional training qualification from Pembangunan Sumber Manusia Berhad's Train The Trainer and Evaluation on Effectiveness of Training. Apart from these qualifications, he obtained the prestigious Diploma in Training & Assessment and Certificate IV In Training & Assessment from Australia. These qualifications are recognised within the Australian Qualification Framework. He is also a Certified Professional Trainer from International Professional Managers Association (IPMA). U.K. Wong is also an approved Training Needs Analysis (TNA) Consultant by PSMB to conduct TNA for PSMB, SME sectors. He is also a facilitator and assessor for Certificate IV Training and Assessment programme under the Australian Qualification Framework. In addition, he has also expanded training subjects to cover creativity and innovation based programmes in Malaysia and overseas aiming at creative transformation of business and workforce for the benefit of organizational growth. He also specializes in conducting leadership and management training and development programs to accelerate the growth of leadership talents for organizations. During his career in multinationals, he has trained and coached more than 20 team members to become trainers and managers. He has trained various multinationals, international, and Malaysian companies such as Siemen (Malaysia), Breezway (Malaysia), Brunei Government, Digi Communication, Bursa Malaysia, Shell Malaysia, Media Prima, and many more.

Note: IRS Training reserves the right to assign and change trainer(s) to respective training programmes

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TRAINING PROGRAMME | SMETAP PROGRAMME - PSMB/STP/1/07 REGISTRATION FORM

REMINDER FOR SMETAP SCHEME: Please submit the registration form at least two (2) weeks before the commencement of the programme. One (1) copy of this registration form is required for each programme. For SMETAP registration, all **BLUE** and **BLACK** parts of this form must be duly completed. For non-SMETAP registration (individual and non HRD-Corp), please complete the **BLUE** columns only. HRD Corp registered employers can contact IRS Training office about HRD Corp Claimable Courses.

REGISTRATION TYPE (Please tick (/) in appropriate box)

Individual
 Company-HRD Corp Registered
 Company-Non HRD Corp
 Government

A. GENERAL INFORMATION

1. MyCoID :

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2. Employer Code Number :

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3. Registered Name And Address Of company : _____

Tel : _____ Fax : _____ E-mail : _____

Contact Person : _____

B. DETAILS OF TRAINING PROGRAMME

Type of Training : Public Programme In-House Programme (Please tick (/) in appropriate box)

Programme Title: _____

Dates : _____ Training Location: _____

Name of Training Provider: IRS Training Sdn Bhd E-mail :info@irs-training.com

C. DETAILS OF PARTICIPANT ATTENDING THE PROGRAMME

	Name	Designation	NRIC.
1.	_____	_____	_____
2.	_____	_____	_____

(Please attach separate list if necessary)


D. EMPLOYERS DECLARATION

1. I (name) _____ agree to send these particular trainees to attend the above programme under SMETAP Scheme.

2. I give the authority to Pembangunan Sumber Manusia Berhad (PSMB) to debit from our HRDF account for the course fees as follows (please cross if not applicable):

a) For public Programme : RM _____ / trainee; or

b) For in-house programme: RM _____ / day



I also agree for the course fee of training to be debited although our trainees withdraw after the confirmation letter has been issued.

3. If payment by cheque, please crossed and made payable to "IRS TRAINING SDN BHD".

CHEQUE NO: _____ AMOUNT: RM _____

Distance from company to training venue : Below 70 KM Above 70 KM

Signature : _____

Name and Company Stamp : _____

Chairman, Executive Director, General Manager,
Training Manager/HR Manager, Executive+

Date : _____

Company Stamp

