

Workplace Training

Develop & Manage Assessment Tools And Procedures (Part 4)

Introduction

Workplace training is the process of developing knowledge, skills and efficiency on the job. Employees and organizations expand their knowledge and skills through workplace training. They can perform more effectively in their jobs. Workplace training is an effective way for organizations to boost productivity and maintain quality standards. Trainers who train employees well can help employees to be more skilled in their jobs and less likely to make mistakes, resulting in greater efficiency and effectiveness.

This training programme (Part 4) provides participants with the knowledge and skills to enable them to develop a range of relevant assessment tools and develop assessment procedures to manage the assessment system effectively within their own workplace or provide advice and guidance to other bodies.

Course Fee: RM6,000.00 per day (In-house)
RM1,300.00 per day per participant (Public)

*For the complete course content and quotation, please reach out to us at
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Key Learning Outcomes

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

- Identify elements of effective training.
- Identify core competencies of effective workplace trainers.
- Overcome barriers to workplace learning.
- Motivate adult learners.
- Prepare the workplace training session.
- Develop effective communication.
- Question for effective workplace learning.
- Manage and engage participants.

Duration

3 Days (the whole duration of the training programme)

Target Participants

Senior Leaders, Manager, HR Staff, Executives, Frontline Supervisors, Team Leaders, Internal Trainers, Facilitators, Assessors, and staff members