



COURSE TITLE	: OSH Train the Trainer Competency Based Programme		
COURSE DURATION	: 5-day(s) / 32.25-hour(s)	COURSE CODE	: TTT1
COURSE CATEGORY	: Competency	COURSE LEVEL	: Basic
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM1,378.00 (inclusive of 6% SST)	EXAMINATION FEE	: RM200.00
TOTAL FEE	: RM1,578.00 (inclusive of 6% SST)		

This course is a comprehensive training module to develop potential trainers or subject matter experts to enable them to train other people focusing on knowledge, skill and attitude related to Occupational Safety and Health at the workplace. We develop individuals personally on how to deliver a subject effectively and to prepare relevant documents in a structured manner

1. OBJECTIVE(S):

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

- i. Work effectively in education and training.
- ii. Foster and promote an inclusive learning culture.
- iii. Ensure a healthy and safe learning environment.
- iv. Undertake organisational training needs analysis.
- v. Use training packages to meet client needs.
- vi. Provide training through instruction and training in work skills.
- vii. Plan and organise assessment.
- viii. Assess competence.

2. TARGET GROUP(S):

- i. This course is designed for persons involved in the development, planning and delivery of OSH competency-based workplace training courses.

3. ENTRY REQUIREMENT(S):

- i. Computer literacy.



4. TOPIC(S):

Module 1: Training Environment

- i. Introduction to OSH Train the Trainer Competency Based Programme.
- ii. Work Effectively in Education and Training.
- iii. Foster and Promote an Inclusive Learning Culture.
- iv. Ensure a Healthy and Safe Learning Environment.

Module 2: Training Needs Analysis (TNA)

- i. TNA Terminology.
- ii. Levels of TNA.
- iii. TNA Requirement.
- iv. Personal TNA Development.

Module 3: Designing and Delivering Training

- i. Provide Training Through Instruction and Demonstration of Work Skills.

Module 4: Basic Assessment

- i. Plan and Organise Assessment and Assess Competence.
- ii. Preparation of Presentation Document.

5. LIST OF REFERENCE BOOK(S):

- i. -



6. LIST OF TEACHING AID(S):

- i. LCD projector.
- ii. Computer.
- 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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DAY ONE (MODULE 1)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 0900	0.25	Registration and Briefing	NIOSH
0900 - 1030	1.50	Introduction to OSH Train The Trainer Competency Based Programme	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Work Effectively in Education and Training	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Foster and Promote an Inclusive Learning Culture	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Ensure a Healthy and Safe Learning Environment	
	6.50	END OF DAY ONE	

DAY TWO (MODULE 2)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Training Need Analysis Terminology	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Levels of Training Need Analysis	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Training Need Analysis Requirement	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Personal Training Need Analysis Development	
	6.50	END OF DAY TWO	



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DAY THREE (MODULE 3 & 4)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Examination Briefing	ECD
0900 - 1030	1.50	Provide Training Through Instruction and Demonstration of Work Skills (3)	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Plan and Organise Assessment and Assess Competence	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Preparation for Practical Training	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Preparation of Presentation Document	
	6.50	END OF DAY THREE	

DAY FOUR (ASSESSMENT)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Preparation for Assessment Session	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Assessment	ECD
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Continuation	ECD
	6.50	END OF DAY FOUR	

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DAY FIVE (ASSESSMENT)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Assessment	ECD
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1245	2.00	Continuation	ECD
1245 - 1400	1.25	LUNCH	
1400 - 1530	1.50	Continuation	ECD
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Documentation Submission	ECD
	6.25	END OF THE COURSE	