



COURSE TITLE	: Training Management for Business	COURSE CODE	: TTT2
COURSE DURATION	: 6-day(s) / 32.50-hour(s)	COURSE LEVEL	: Intermediate
COURSE CATEGORY	: Competency		
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM1,269.00 (inclusive of 8% SST)	EXAMINATION FEE	: RM200.00
TOTAL FEE	: RM1,469.00 (inclusive of 8% SST)		

This course is designed for experienced trainers or subject matter experts involved in module development, academic curriculum development and comprehensive syllabus. This enables them to develop a solid module following the training cycle as well as identifying the gaps in knowledge, skill and attitude. Documents shall be compiled in a structured manner as a kit for trainer and to be submitted within one month.

1. **OBJECTIVE(S):**

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

- i. Identify gaps in knowledge, skill and attitude.
- ii. Undertake organizational, department and occupational training needs analysis.
- iii. Develop a comprehensive training needs analysis report.
- iv. Evaluate specific competency training programmes.
- v. Facilitate individual and group based learning.
- vi. Ensure a quality and effective training package.
- vii. Conduct a competency based training programmes efficiently.
- viii. Plan and organize assessment and assess competence.

2. **TARGET GROUP(S):**

- i. Trainers who are involved in content development and way forward establishing as a Training Provider.

3. **ENTRY REQUIREMENT(S):**

- i. Computer literacy.
- ii. Have attended & completed OSH Train the Trainer Competency Based Programme by NIOSH or by other Training Provider certified by HRD Corp (TTT1).
- iii. Must have device (Computer / Laptop) to participate in e-learning platform. The use of mobile phones is NOT PERMITTED; **AND**
- iv. Must have good internet connection; **AND**
- v. Zoom account registered with personal email.
- vi. Must use Google Chrome or Mozilla Firefox only.



4. TOPIC(S):

- i. Manage the Scope of Training.
- ii. Training Needs Analysis.
- iii. Design and Develop Learning Programs.
- iv. Learning Program Delivery for Individuals and Workplaces.
- v. Assessment and Validation.

5. LIST OF REFERENCE BOOK(S):

- i. -

6. LIST OF TEACHING AID(S):

- i. Computer / Laptop.
- ii. Learning accessories.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Discussion.
- iii. Presentation.

COURSE TITLE: TRAINING MANAGEMENT FOR BUSINESS

DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration	NIOSH
0900 - 1030	1.50	Introduction to TTT2	
1030 - 1045	0.25	BREAK	
1045 - 1300	2.25	M1: Manage the Scope of Training	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1545	1.75	Continuation	
1545-1600	0.25	BREAK	
1600- 1700	1.00	Workshop	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	M2: Training Needs Analysis (TNA)	
1030 - 1045	0.25	BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1545	1.75	Continuation	
1545-1600	0.25	BREAK	
1600 - 1700	1.00	Workshop	
	6.50	END OF DAY TWO	

DAY THREE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	M3: Design and Develop Learning Programs	
1030 - 1045	0.25	BREAK	
1045 - 1300	2.25	- Plan and Organize Group Based Delivery - Facilitate Group Based Learning	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1545	1.75	Continuation	
1545-1600	0.25	BREAK	
1600 - 1700	1.00	Workshop	
	6.50	END OF DAY THREE	

DAY FOUR

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	M4: Learning Program Delivery for Individuals and Workplaces	
1030 - 1045	0.25	BREAK	
1045 - 1300	2.25	- Facilitate Individual Learning	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1545	1.75	- Facilitate Work Based Learning	
1545-1600	0.25	BREAK	
1600 - 1700	1.00	Workshop	
	6.50	END OF DAY FOUR	

DAY FIVE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	M5: Assessment and Validation	
1030 - 1045	0.25	BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1545	1.50	Preparation for Assessment	
1545 - 1600	0.25	BREAK	
1600 - 1700	1.25	Preparation for Assessment	
	6.50	END OF DAY FIVE	

DAY SIX

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Assessment	ECD
1030 - 1045	0.25	BREAK	
1045 - 1230	1.75	Assessment	ECD
1300 - 1400	1.00	LUNCH BREAK	
1400 - 1515	1.25	Assessment	ECD
1515 - 1530	0.25	BREAK	
1530 - 1630	1.00	Assessment	ECD
		END OF THE COURSE	