



TRAIN THE TRAINER (TTT) : INTRODUCTION TO TRAINING



Date: 18 March, 2021

Time: 9.00 am—5.00 pm

Venue: Remote Online Training
Platform : ZOOM

INTRODUCTION

Training is a systematic process that enables learning and practice to take place with a clear objective to invoke change in the competency of another strategically through appropriate and acceptable methods.

This training will enable the participants to understand the fundamentals of trainings and what is required of them when they are to conduct a training session.

OBJECTIVES

At the end of this programme, participants will be able to:

- Understand the core concepts related to training
- Prepare appropriately to conduct a training session

COURSE CONTENTS

Module 1: Training and Principles of Adult Learning

- What is Training?
- Laws of Learning
- Andragogy & Psyche of Adult Learners

Module 2: Designing a Training Session

- Understanding Competency
- Cognitive Domain
- Psychomotor Domain
- Affective Domain
- Learning outcomes and session planning

Module 3: Delivering Training Session using Kolb's Experiential Learning Cycle

- Effective training: Tell, Show, Do
- Training Structure: What, Why, How
- Summarizing and Reviewing Learning Outcome

Module 4: Training Action Plan

- What have I learned?
- How will my future training be different?



PARTICIPATION FEES

Members: RM 455.80 /participant

Non-Members: RM 498.20/participant

(Fee inclusive of service tax at 6%)

SST No. : W10-1901-32000105

Closing Date
**17 March,
2021**

WHO SHOULD ATTEND

Clerical, Junior Executive & Executives, Team Leaders, Line Leaders, Supervisors and All staff who needs to improve their work performance with the right attitude and good work habits.

REGISTRATION

Registration is on a **first-come-first-served basis**. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed. Certificate will be issued upon full payment.

REPLACEMENT / CANCELLATION

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. **Cancellation received 5 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees.** If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

For further enquiries kindly contact:
Haslinda : haslinda@fmm.org.my
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TRAINER

Ahmad Fauzan Othman is an approved master trainer for **PSMB Train-the-Trainer** and has trained various level of employees from the private and public sector. He focuses on self-development topics towards personal and team productivity.

Fauzan is also an author of management and motivational books. He speaks fluent Japanese and teaches the language to adult learners.

He is currently a member of BNI KL Metro Trainers Council and conducts presentation skills training for fellow BNI members. He is also an active consultant with Federation of Malaysia Manufacturers (FMM) Negeri Sembilan.

His list of clients include, amongst others, AEON Jusco, TOYOTA ASSEMBLY, PERODUA, Bosch-Rexroth, Permintek Sanko, ING Insurance Berhad, Eraman (Airports Niaga Berhad), TNB, UDA Holdings Berhad, LHDN, MPOB, AVON, City-Link Express, TELEKOM Smart School, Wacoal, Kementerian Dalam Negeri, Kementerian Pembangunan Wanita, Keluarga & Masyarakat, and many more.

REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

Attn : Cik Linda/ Pn Liza

Name Designation Email

- 1. _____
- 2. _____

Payment :Enclosed cheque/Bank Draft no . _____ for RM _____ being payment for _____ participant (s) made in favour of "FMM Institute"

Submitted by : Please tick / FMM Member NON- Member

Name : _____ Designation : _____

Company : _____

Address : _____

Company Stamp

Tel : _____ Fax : _____ Email : _____ Membership No : _____