

HRD Corp

# TRAIN-THE-TRAINER (TTT)

## Certification Course

### PROGRAMME OVERVIEW

Our 5-day HRDC Train-the-Trainer programme ensures that competent trainers are able to design and deliver quality training that meets the requirements of HRDC.

### PROGRAMME OUTLINE

Module Topics

1. Plan Adult Learning
2. Conduct Training Needs Analysis (TNA)
3. Design Competency-Based Training Programme
4. Conduct Competency-Based Training Programme
5. Assess Participant's Competence

### WHO SHOULD ATTEND

Designed for trainers, instructors, executives, managers & those who aspire to be competent trainers to make a difference for their participants.

~~13-17 JULY 2026~~ **FULL**  
**NEXT** ~~17~~ **12-16 OCT 2026**  
Menara PKNS Petaling Jaya

**RM 2,684**

Admin fee included



Contact Us  
via WhatsApp

#### CONTACT US

- ☎ Sophie: 010-861 1851
- ✉ [sophie@malaysiahrforum.com](mailto:sophie@malaysiahrforum.com)
- 🌐 [www.malaysiahrforum.com](http://www.malaysiahrforum.com)



**REGISTER NOW**



## **Module 1: Plan Adult Learning**

---

- Fundamentals of Adult Learning & Training
- Adult Learning Approaches
  - Learning Principles & Theories (Knowles, Roger, Thorndike, Kolb)
- Characteristics of a Competent Trainer
  - Trainer's Skills Style (TSS)
  - Trainer's Competency Model
- Ethics Guide for Trainers

## **Module 2: Conduct Training Needs Analysis (TNA)**

---

- Overview of Training Needs Analysis (TNA)
  - Fundamentals of TNA
  - Levels of TNA
- Training Needs Analysis Methods
  - Quantitative & Qualitative Methods
- Three Levels of Data Analysis
- Training Needs Analysis (TNA) Outcomes

## **Module 3: Design Competency-Based Training (CBT)**

---

- Align training with competency outcomes
- Build course content using Bloom's Taxonomy
- Choose the right learning resources & methods (tech/creative tools)
- Design session plans using the HRD Corp form

## **Module 4: Conduct Competency-Based Training**

---

- Improve training delivery and presentation skills
- Use facilitation techniques and effective questioning strategies
- Manage challenging learners with practical tips
- Use learning aids and set up effective room layouts

## **Module 5: Assess Participant's Competence**

---

- Learn assessment types (knowledge and performance-based)
- Conduct structured evaluations and write clear assessment reports
- Deliver effective feedback
- Prepare participants for KBA and presentation assessments





## Assessment Structure



| Assessment Type                  | Details                                                                             |
|----------------------------------|-------------------------------------------------------------------------------------|
| Knowledge-Based Assessment (KBA) | 45 multiple-choice questions; conducted on Day 4 (Online via TDMS)                  |
| Presentation Assessment          | 15–20 minutes mock presentation; conducted on final day                             |
| Reporting                        | Reporting Scores recorded and submitted within 7 days post-course for certification |

**We've Got You**

**Covered!**

Malaysia HR Forum is officially licensed to provide HRD Corp's Train The Trainer certification Cou.

***Don't miss out on career growth & new opportunities!***

**Get certified today**

**CONTACT US**

- ☎ Sophie: 010-861 1851
- ✉ [sophie@malaysiahrforum.com](mailto:sophie@malaysiahrforum.com)
- 🌐 [www.malaysiahrforum.com](http://www.malaysiahrforum.com)



**REGISTER NOW**





## **TRAINER'S PROFILE KOK HAN TENG @ KAT**

---

A Personal Development Coach & Trainer with experience in delivering customised learning solutions and effectiveness measurement. Ms. Kok Han Teng @ Kat is also an HR Consultant with 24 years of experience across different roles in Generic HR, Learning and Development, Talent Management, Performance Management, and Succession Planning. With the corporate exposure in multi-industries such as manufacturing, leisure, services, logistics, F&B industry, with various working experiences in organisations such as Sunway Lagoon, Top Glove Corporation, DHL, Dommal Food Services, and many more.

Key trademark trainings are in personal development, leadership series, and performance management system.

### **Professional Qualification**

- ATD (Association of Training & Development) Master Trainer
- Certified SPHRI from HRCI, UK
- Certified & Accredited HRDC Trainer (Trainer ID: 1251)
- Certified Lead Trainer for HRDC Train-The-Trainer
- Certified Image Consultant in Express Executive Certification (EEC)
- Certified Image Consultant in Advanced Certification for Image Consultants (ACIC)
- Certified Program Developer in Competency-Based Training & Education (CBTE)
- Certified Instructor in Competency-Based Training & Education (CBTE)
- Certified Assessor in Competency-Based Training & Education (CBTE)
- Certified Professional Facilitator in DISC Profiling by SHASSESS & ITOL
- Certified MBTI® Coach, Facilitator & Interpreter by The Myers Briggs Company
- Certified NLP Practitioner, Coach & Time-Line Therapist

## **TRAINER'S PROFILE**

