



(4 days intensive course +\* 1 day practical- optional)

Scheduled dates: **24-27 June | 24-27 November 2015, Armada Hotel, PJ**

Check <http://www.itrainingexpert.com/course-calender.asp> for latest dates

## OVERVIEW

This highly-charged, energetic and interactive workshop is designed for trainers & individuals to operate independently and inter-dependently to conduct learning that enables people to grow and develop.

This 4 day Train the Trainer workshop offer the participants a distinct advantage over other trainer programmes in terms of long-term commitment values, professionalism in designing and delivering training modules.

Through one of the most powerful human change concepts, Neuro-Linguistics Programming that would be embedded in this usual training, it creates competency for context setting and have participants devoted to achieving recognized standards as trainers to deliver new heights and create new paradigms in trainings and overall learning experience.

## LEARNING OUTCOMES

At the end of the workshop, participants would be able to :

- Appreciate the training concept and identify the characteristics of an exceptional trainer
- Create and deliver effective trainings
- Apply training techniques / methodology
- Use various communication strategies to develop winning solutions
- Select the best combination of strategies
- Evaluate the effectiveness of a training programme
- Maximize the effectiveness of every activity in any training
- Build and strengthen learning with professionalism

## SUITABLE FOR

The workshop is for you because we :-

- Provide you with practical sessions to try out new skills
- Equip you with a repertoire of training strategies
- Empowers you with the current speaking skills level
- Provides quick and effective tips to assist you in projecting confidence and enthusiasm
- Provides you with loads of training resources, examples, checklists, modals and job
- Training aids to be used as a reference after the workshop

## DURATION

4 full days of classroom input + 1 practical training sessions (within the next 2-6 weeks later)

## COURSE OUTLINE

### Day 1

#### Module 1: Overview

- Context Setting
- Brief on the program flow
- Worldview
- The Ownership
- The 5 levels of commitment
- Trainer Characteristics

#### Module 2: NLP Mindset of Excellence

- Brief intro of NLP
- The NLP Thinking Model
- The human belief system
- The Presupposition
- The power of Thought

#### Module 3: Trainer and Learner

- Communication Behavioral Styles
- Understanding Your Own Profile
- Characteristics of a Competent Trainer
- Fundamentals in Adult Learning
- Working With Different Learning Styles

#### Module 4: The Training Cycle & Preparation

- Training Needs Analysis
- Planning Needs
- Identify need and Objectives of training
- Methodology and Media of training
- The Training function and environment
- Implementation and setting up
- Delivery and Evaluation

## Day 2

### Module 5: Content Development

- Preparing Learning Resources
- Establish competency workplace standards
- Formulating training objectives
- Developing program structure

\* Prioritize The Content

\* Developing training materials and training aids

\* Trainer materials and preparing participant workbooks and manuals

\* Training resources

### Module 6: Preparation of a Presentation

- Setting training Outcomes & Context
- Defining program content
- The Training Structure
- Outlining programs
- Selecting appropriate method and tools
- 4C training flow plan

### Module 7: Trainers' Tool Chest: Methodology

- Icebreakers, Energizers, and Activities That Teach
- Conduct experiential learning activities
- Selecting appropriate method
- Effectiveness of audio visual equipment
- Types of training methods
- Assign effectiveness of training method
- De-briefing Model for Indoor and Outdoor
- Handling Concerns Techniques

## Day 3

### Module 8: Conducting Training

- Overcoming Nervousness
- The Principles of Presentation
- Gauging Audience's Energy & mood
- The verbal and non verbal
- Managing Training Environment
- Connecting Training With Coaching

### Module 9: Post-Training

- Final wrap-up and Debriefing
- Designing evaluation forms
- Preparing Assessment Tolls
- The Power of Feedback and follow-up
- Organise and conduct assessments and evaluation
- Critical analysis of record, review and report on assessment

## Day 4

### Module 10: Tips for Improvement

- Avoiding classic mistakes
- Creating a trainer's log
- Coaching performance

### Module 11: The Trainers' Showcase

- Presentation and Review
- Evaluation of Effective Training
- Participants' evaluation

### Module 12: Closing

- Impactful closing
- Closing of a training Session
- Closing with message relevant to training
- Using activities, audio or visual

## Day 5: Practical Sessions (2 weeks after the program)

- Training Journal – delegates to complete their training journal on their how the conduct the training
- Preparation of Lesson Plan and Training materials
- Stage Presence & Public Speaking
- Handling of Training Room, Equipment and environment,
- Mock training
- Peer Feedback and Audience's Feedback
- Trainers' evaluation and feedback

## METHODOLOGY

This workshop's methodology is a combination of expert input, interactive practical exercises, self assessment, lots of hands-on role-play, group discussions, exercise worksheets, practical projects, presentations, creative music, visualizations together with action plans supported by video material, EI activities & powerful NLP techniques.

You are encouraged to participate actively in relating the principles of EI to the particular needs of your workplace & you will also get to practice & have hands-on experience on the workshop's applications.

All the above are designed to promote an enriched EI learning experience with lots of relevant activities, networking, laughter, de-stressing & powerful insights.

## COURSE LEADER

### Mr Vince Tay, Master Trainer and Coach

With a passion to enrich the lives of others, Vince is an ex CEO and businessman turned coach and corporate trainer after experiencing the ups and downs in different businesses and discovering the power of experiential training more than 26 years ago. Since then, he has helped his clients to find their own merits and enrich their personal lives as well as those around them.

Constantly seeking to show others how to be more self-aware and get more out of life, he has made training and coaching his life ambition.

Applying his knowledge and experience from a variety of industries including construction(as CEO), project management, general trading, shares and options trading, unit trusts and real estate, Vince is able to connect with individuals from all walks of life.

In his desire to develop his training skills, he had undertaken a variety of programs including Born To Be Free by IHK (Institute of Hard Knocks), Leadership Program (AsiaWorks Training), Memory Techniques, Born Rich (Robert Proctor), Metaphysics, Master Class Train The Trainer (Result Asia), Hypnosis & NLP Practitioner and MIM Certified Professional Trainer, approved by the Human Resources Development Fund (HRDF).

Vince is very active in Toastmasters (a public speaking club ) and won the humorous contest twice consecutively at club level. His creativity coupled with his sense of humour, versatility and passion to make a difference in the lives of others have compelled him to become a Trainer and Coach and work towards building a world where people live to contribute their best.

People benefited from his programs are from organizations like :- TNT, OSK Investment bank, CIMB Tech banking, Kenanga Investment Banking Bhd , Philips Lumileds, Dell, Maybank Investment Banking, GTC Associates, Alcatel-Lucent Malaysia S/B , Intel , BH Insurance, ASPAC, Suruhanjaya Syarikat Malaysia (Companies Commission of malaysia,), UMW heavy equipments, OSC courier MNP properties S/B , F&N Dairies (Premier Milk), Asea Brown Broveri (ABB), DHL Exel Supply Chain, Allianz Insurance, Diagraph Corporation and Kuwait Finance House (just to name a few) .

He strongly believes that training should be practical which is then followed-up with coaching to make the training sessions more effective. Today, being a trainer and coach allows him to share a different perspective of the world with others and to connect with them at a very personal level.

## FEEDBACK FROM PAST PARTICIPANTS

**“We should have a tough mind. The skills of analyzing and planning. The trainer was great and professional.”** –Walid Baccar, Regional Sales Manager, Shaker Group- Saudi

**“Teamwork is very important. The training was great.”** –Marwan Bushnak, Head of Sales Manager- Eastern Region, Shaker Group, Saudi.

**“The trainer is so willing to share. I especially loved –People see your behavior, not your intention! I would highly recommend this training to everyone for better working environment, happier staff and better results.”** Senior Project Manager, DHL Asia Pacific IT Services.

**“ I know how to manage my emotions and take control of it. Vince was superb. He relates his own life as an example.”** Rejinimala Gopal, Sunway Lagoon

**“This trainer is a good presenter & trainer who applied real experience as an example of this training.”** – Roksana A. Rashid, Parker Hannifin

## FREE RESOURCES

You will get these bonuses and resources absolutely **\*FREE\*** when you sign-up today.

**Resource #1:** A page comprehensive Training Manual, beautifully and creatively designed including Extra Learning Materials

**Resource #2:** Certificate of Accomplishment

**Resource #3:** Ready To Use Checklists, Action Plans, Worksheets for Easy Reference

**\*Free\* Bonus #1:** Attractive Document Bag (Non-Woven)

**\*Free\* Bonus #2:** Pocket Size Post It with Holder

## INVESTMENT (INCLUSIVE OF GST)

|   |  |
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| NORMAL FEE  | RM 7480.00 per delegate inclusive of GST |
| SPECIAL EARLY BIRD FEE<br>(Payment must be made 14 days before the course commence) | RM 4,780.00 per delegate                 |

(inclusive of Hotel, Buffet lunch, Refreshment and Teabreaks, iTrainingExpert's welcome pack, training resources, certificate of achievement, pre-post assessments, training evaluation, 6 months of free coaching after the course)

## REGISTRATION

Download Registration from <http://www.itrainingexpert.com/Registration-Form/>

Registration Online: <http://www.itrainingexpert.com/course/19/Train-the-Trainer-Certification.html>

This Training Programme is SBL Claimable **\*Subject to PSMB conditions.**



We Are An Approved Training Provider (**Serial No: 5131**) Under SBL Scheme With Pembangunan Sumber Manusia Berhad (PSMB/HRDF)

- All registrations **MUST** be accompanied with **PAYMENT** 14 days after the issuance of invoice to the event.
- Completed registration form with **CHEQUES** should be made in favor of **"ITRAININGEXPERT GLOBAL PLT"**. Bank into **"CIMB BANK BERHAD"**  
Account No: **800 356 1683**.
- Email or fax the pay-in slip to us at [info@itrainingexpert.com](mailto:info@itrainingexpert.com) or fax: +603- 8082 4164.