



Asia Masters Center

Preparing & Developing Training Specialist & Coordinators





Preparing & Developing Training Specialist & Coordinators

➔ Course Objective

- Describe the training cycle and its application in the modern training and development department (knowledge)
- Discuss the limitations and advantages of a competency based approach to training (comprehension)
- Calculate a training cost benefit and/or a training return on investment (ROI) (application)
- Differentiate between training, learning and talent management (analysis)
- Design a course outline utilising Blooms taxonomy for educational objectives (synthesis)
- Defend training decisions based on cost-benefit analysis (evaluation)

➔ Target Audience

- Human Resources managers and senior professionals, specialists, team leaders, and business partners in the function who seek to broaden their knowledge and improve their skills in the key functions of HR as well as those who are responsible for evaluating HR and its effectiveness in the organization. The course is also suitable for those employees who are targeted for development or promotion within the HR function.



Course Outline

➤ DAY 1

- The Role and Function of Today's Training Departments
- Introduction and program objectives
- Why do we need to train anyone?
- The role of training and activities covered
- Roles in training – exercise
- The training cycle (Analysis, Design, Develop, Conduct, Evaluate)
- How Adults Learn: Andragogy
- The Conscious Competence Model
- Assessing your own learning style

➤ DAY 2

- Training Needs Analysis (TNA) and Competency Based Training (CBT)
- What is training needs analysis?
- Identifying and meeting learning needs
- How TNA techniques helped – case study
- TNA practical exercise
- How to prioritise training needs
- Brief overview of DIF analysis
- Competency based training (CBT) – the debate
- How competencies are constructed –practical exercise



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➤ DAY 3

- Learning Objectives & Testing
- Understanding learning objectives
- Learning strategies
- Writing objectives using bloom's taxonomy
- Revised taxonomy
- The role of testing in training
- Key properties that psychometric tests should have
- Personality questionnaires and their limitations
- Aptitude and ability tests

➤ DAY 4

- Training Evaluation – Completing the Cycle
- What is training evaluation
- Kirkpatrick's Levels of Evaluation
- Measurement
- Reaction evaluation – end of course reviews
- The performance grid
- Showing the benefit of evaluated training – formula to use
- Calculating a Cost-benefit
- Return on Investment (ROI)



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- DAY 5
- Talent Management & Essential Training Administration Issues
- Talent management – explored
- Succession Planning, Mentoring & Coaching
- Nationalisation Programmes
- Managing the training function
- Training records and administration
- External and/or internal training decisions
- Training room set-up
- Personal Action Planning



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➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.



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Price (USD)

Communicate with the training department
to know the participation fees

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null