



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA
MALYSIAN EMPLOYERS FEDERATION



HRDC CERTIFIED TRAIN THE TRAINER

MEF ACADEMY TRAIN THE TRAINER PROGRAM 2023:

- Selangor
- 16 - 20 Oct 2023
- Eastin Hotel, PJ

[Register Here](#)

Event ID: EVT/PTP/E/2023/7933

RM 2788/PAX

**TERMS AND CONDITIONS APPLY AS PER HRDC APPROVAL*



OVERVIEW

This programme has been designed for managers, executives, trainers, instructors, team leaders, supervision in organisation who wish to provide structured, training and conduct relevant and fair assessment in their organisation so as to achieve maximum performance.

OBJECTIVES:

- To develop the competencies to become an effective trainer.
- To understand the learning styles of participants.
- To identify the target participants for appropriate training programs according to TNA report findings.
- To develop Competency based Training programs.
- To demonstrate various teaching methods used in conducting courses.
- To demonstrate an effective presentation techniques.

TARGET AUDIENCE:

- For those who are interested to receive recognition as HRD Corp Certified Trainer.

DURATION:

- 5 Days (9am - 5pm)

LEARNING METHODOLOGIES:

- Presentations
- Group Discussion
- Case Study
- Games & Activities

COURSE OUTLINE

DAY 1- PLAN ADULT LEARNING

- Experiencing a change in attitude which will be translated into behaviors that demonstrate characteristics of an effective trainer.
- Understanding and applying the differences between teaching and learning as well as learning styles.

DAY 2- CONDUCT TRAINING NEED ANALYSIS (TNA)

- Describing the process of TNA and applying this process to real life training situations.
- Understanding Competency and Workplace Standards.

DAY 3- DESIGN COMPETENCY BASED TRAINING PROGRAMME

- Determining Overall Programme Requirements.
- Writing Learning Outcomes in objective terms.
- Preparing Training Content and Sequence.
- Developing Training resources.
- Performing assessments of learners.
- Designing Session Plans

DAY 4- CONDUCT COMPETENCY BASED TRAINING PROGRAMME

- Coordinating Administrative Arrangements.
- Promoting learning and facilitating groups.
- Applying Motivational Strategies and monitoring learning.
- Implementing Effective Training Activities.

DAY 5- ASSESS PARTICIPANT'S COMPETENCE

- Planning Assessment.
- Developing Tool for Knowledge.
- Developing Methods for Assessing Knowledge.
- Developing Methods for Assessing Performance.
- Administering Assessment.
- Analyzing and Reporting Assessment Results

SPEAKER PROFILES



MRS T. RANI NATHAN

Mrs. T.RANI NATHAN has more than 25 years of working experience in the area of Human Resource Management, holding positions as General Manager of MEF Academy, the training & education arm of Malaysian Employers Federation. She is a Certified Trainer recognized by the Malaysian Human Resources Development Berhad (HRDF) and holds professional certifications as Master Trainer awarded by United Nations Development Programs (UNDP) – Malaysian Institute of Integrity; Certificate in Training Services from International Labour Organisation, Certified Trainer Management Training Programme (MTP) from Japan Industrial Training Association (NICC-JITA) and Certificate IV Training & Assessment from Australian Trade Training College. Mrs Rani holds Masters In Law (LL.M) from University Malaya, LL.B (Hons) from University of London and Certificate In Legal Practice (CLP). Under the Malaysian Employers Federation (MEF) Academy, Mrs. T.Rani has gained extensive experience and expertise in conducting training on Management Training, Performance Management, Employee Personal & Professional Development and Training & Organisation Development. Backed with years of working experience in the HR, Legal and Education Industry, her training delivery merges substance with active learning, specializing in topics such as Managerial Skills, Supervisory Skills, Performance Appraisal, Coaching & Counseling, Emotional Intelligence, Business Writing Skills, Presentation Skills, Train-the-Trainer, Training Evaluation and Change Management etc. Mrs. T.Rani has conducted numerous certification courses such as the Certified Professional Trainer awarded by the University Swinburne (Sarawak) as well as Certification in Supervisory Development and Certificate in Performance Coaching & Counseling awarded by University Malaysia Sarawak (UNIMAS). She is also senior lecturer for the MEF Academy Certificate and Diploma Human Resource Management courses as well as the Open University Malaysia Degree course in Human Resource and Industrial Relations. Corporate clients include Malaysia Digital Economy Corp (MDEC), PADINI Holdings, YSP Industries, SONY Malaysia, University College Tunku Abdul Rahman, Alloy Consolidated Bhd, Nadayu Properties, Malaysian Airline Systems, KPJ Hospitals, Royale Bintang Hotels, Mitsui Trading etc.



MR SRI VAHLSAN

Mr. SRI VAHLSAN has more than 17 years of experience in the area of People Relations. Backed with years of working experience in the Hospitality and Education Industry has given him sound knowledge in Employee Relations especially in employee Performance Competencies and Customer Service . Geared with this exposure and experience, his delivery has been able to bridge the gaps in organizational needs by transforming the contents into reflective inputs for employees to succeed in their working place. His initiatives in MEF ACADEMY has taken him a step further, where he was involved as a Co Trainer in 'SCORE Initiatives' organized by International Training Center (ITC) of the International Labor Organization (ILO).

He is also collaborating in conducting programs with other Employers Organization within Asia such as Cambodian Federation of Employers and Business Associations (CAMFEBA), Vietnam Chamber Of Commerce & Industry (VCCI) and Employers Confederation of Philippines (ECOT), Fiji Commerce & Employers Federation (FCEF) and Employers Federation of Ceylon (EFC). Since joining MEF ACADEMY, Mr Sri has enhanced his skills to include Competency Development and Profiling in HR and Operation. He has further developed various programs in this area and has successfully delivered various seminars particularly in Competency Based Recruitment & Selection, Competency Based Human Resource Management, Competency Based Training Needs Analysis and Competency Mapping for multinational organizations in Manufacturing, Oil & Gas, Services Industry (Banks & Hospitality) and GLCs. Mr Sri's other area of specialization includes Customer Service Programs, Communication Skills, Management Development, Supervisory Management and some HR related programs such as OJT, Training Needs Analysis and Coaching & Counseling for Performance Improvement. Throughout his working experience especially in the Hospitality Industry, he was involved in the pre-opening of Hotels and Fast Food Restaurants where he had designed the Skills Training Plan for the Food and Beverage Department. While being a Training Manager undertook most of the preliminary start up functions for the Department, from creating a Succession Plan to developing the Needs Analysis He is a Licensed Practitioner of NLPTM (certified by The Society of NLP, Certified Trainer in Management Training Program issued by (NICC) & Japanese Business Federation (JITA) and a Certified Trainer issued by Human Resource Development Fund (HRDF) Academically he holds a Bachelor's Degree in Hospitality Management from Bournemouth University in UK and a Master in Management (specializing in Human Resource) Open University Malaysia (OUM).