



Certificate in Train-the-Trainer (Webcast)

Seasoned training professionals will deliver a series of modules in a diverse approach and help participants acquire a full spectrum of knowledge and skills which enhance their skills to be a professional trainer.


Focus:

- The role and objectives of learning & development
- Training programmes' design & training methodologies
- Training delivery

Objectives

- To identify the training cycle, analyse the training needs from local and global perspective, and identify the root causes of performance gaps
- To select appropriate training methods in-line with business direction and performance
- To design and deliver "Business Needs" training programmes
- To learn storytelling techniques and presentation structures
- To learn effective facilitation skills

Course Information




(5 Days; 35 Hours)
 Date: 5, 12, 19, 26 March; 2 April 2022
 Time: 09:30 – 17:30




Full Programme


	Member	Non-member
Early Bird Offer [Only if enrolment & payment are received by 4 February 2022]	HK\$9,000	HK\$11,000
Regular Fee	HK\$10,000	HK\$12,000
Per Module	HK\$2,200	HK\$2,700



Webcast: Login details will be sent 1 day before the commencement date of each module




Cantonese (with English materials)



Mr Eric Lai

Tel: (852) 2837 3812
 Email: certificate@hkihrm.org

 To qualify for the course certificate, full programme participants are required to fulfil ALL of the requirements below:

- A minimum of **80% attendance** of the full programme
- A **pass mark in end-of-term assessment**: (Examination date & time: 19 April 2022, 19:00 – 21:00)

Module 1: Learning Methodologies & Technologies

Speakers: **Mr Peter Leung F.I.H.R.M.(HK)**

Executive Council Member, HKIHRM
Senior HR Manager, HK healthcare

Ms Edna Chow, CPTD

Seasoned Learning & Development Professional

Date: **5 March 2022, Saturday**

- Adult learning methodologies
- Training setting methods
- Workplace-based methods – Learning through practice
- Other learning experiences – group and interactive activities
- Digital learning and recent development

Module 2: Training Cycle – Overview and Training Needs Analysis

Speaker: **Mr Francis Mok, F.I.H.R.M.(HK)**

Principal Consultant, Francis Mok Consulting
Executive Council Member, HKIHRM

Date: **12 March 2022, Saturday**

- Introduction to training & development
- Role of trainer
- Essential tips
- The training cycle
- Training needs analysis
- The linkage among business strategies, human capital strategies, planning and training needs
- Different approaches
- Identifying gaps
- Identifying the root causes of performance gaps
- Identifying training priorities

Module 3: Learning Engagement and Instructional Design

Speaker: **Dr Terence Chung, M.I.H.R.M.(HK)**

PhD (OD & Change), PMP, CMC, CPF - Master

Principal Consultant – Design & Facilitation, Integral Training & Consulting Limited

Learning Engagement

- Factors of learning engagement
- Classroom Management
- Virtual classroom management
- Learner management

Date: **19 March 2022, Saturday**

Instructional Design

- Learning theories – how adults learn
- Process of instructional design
- Writing learning objectives
- Developing session plans
- Practising with participants' topics

Module 4: Facilitation Skills

Speaker: **Mr David Leung, F.I.H.R.M.(HK)**

Head of Operations Training, MTR Corporation Limited
Dean, MTR Academy

Date: **26 March 2022, Saturday**

- From teaching to facilitation
- Defining facilitation
- Techniques in encouraging participation and active learning
- Briefing, conducting and debriefing learning activities
- Techniques of asking questions
- Techniques of making transition
- Handling difficult questions and learners

Module 5: Presentation Skills

Speakers: **Mr Chester Tsang, F.I.H.R.M.(HK)**

Head of Learning, MTR Corporation Limited
Co-Chairperson of the L&D Committee, HKIHRM

Ms Ivy Chiu

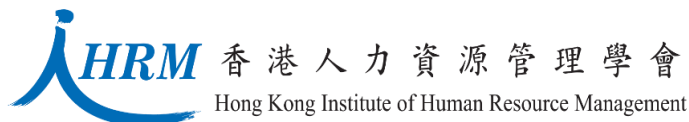
Human Resources Business Partner, Chubb Life Hong Kong

Date: **2 April 2022, Saturday**

- Storytelling
- Understanding your audience
- Overcoming nervousness
- Structuring presentation
- Communication skills in presentation
- Effective use of visual aids
- Conducting Q&A session

ENROLMENT FORM

Tel: (852) 2837 3812 Email: certificate@hkihrm.org



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for full programme

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Module 1 (5 March)

Module 4 (26 March)

Module 2 (12 March)

Module 3 (19 March)

Module 5 (2 April)

Requirement: Participants must be equipped with a microphone and turn on the webcam throughout the session, otherwise termination of class may occur

Total Amount: HK\$ _____

Company: _____ Membership No: (if any) _____

Name: Mr/Ms _____ Job Title: _____

Email: _____ Contact No: _____

A. Payment Method

- Cheque / Bank Transfer / FPS / AlipayHK / Octopus: For details, please refer to <https://bit.ly/3A5G2Jw>
- Credit Card

Credit Card Type:	VISA / Mastercard / American Express	Expiry Date (MM/YY):	
Card Number:		Amount (HK\$):	
Name of Card Holder:		Signature:	

B. Cancellation Policy

- All participation fees shall be non-refundable and non-transferable under any circumstances. Also, no-shows will incur the full cost of enrolment.
- If the event is cancelled due to any unforeseen circumstances such as adverse weather or natural disasters, the HKIHRM is not responsible for any expenses incurred by the registrant. Notice of the reschedule arrangement will be sent out within a week. For Adverse Weather Arrangements, please refer to the [HKIHRM website](http://www.hkihrm.org).
- The HKIHRM reserves the rights to replace the speaker and/or cancel the event, to alter the content, timing, and venue of the event, as well as to reject any enrolment for whatever reasons at any point in time.

C. Disclaimer

The information presented by the speaker(s) does not represent the views or opinions of the Hong Kong Institute of Human Resource Management (HKIHRM), nor constitute an endorsement by the HKIHRM.

The HKIHRM hereby disclaims any and all liability to any party for any direct, indirect, implied, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of the information or advice provided by the speaker(s).

D. Personal Data Collection Statement

1. Applicants' personal data is collected and kept for processing the application for course enrolment, admission, academic and related administration purposes. The data provided will be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance of the HKSAR.
2. The personal data provided in this form will be used by the Institute for direct marketing activities, including but not limited to the promotion (e.g. special offers and discounts) for HKIHRM events, activities, training programmes, awards, survey and other services that it may deploy. If you do not wish to receive such information as stated, please indicate your objection by ticking the box.

I have read, understood and agreed to all the details of the above terms and conditions.

Signature of Participant: _____ Date: _____