



Train the Trainer (Competency Based Training)

NOV 5 - 6, 2025 | FMM TRAINING ROOM | 9.00 AM - 5.00PM

INTRODUCTION:

As part of the job responsibilities, many experienced staff are required to provide training to junior or new employees. They may also be required to provide training or presentations to clients and other stakeholders. This makes them very reluctant to conduct such training sessions. They find it difficult to do and a deeply unsatisfying experience.

This hands-on training is designed to provide the basic skills and build the confidence level of the trainers. The focus here is on practicing the skills in a conducive environment to enhance the strengths and improve the weakness.

LEARNING OUTCOME:

At the end of this training, participants will be able to:

- Develop learning objectives
- Develop a short training program on a given topic
- Develop training material
- Demonstrate effective presentation skills
- Evaluate training effectiveness

METHODOLOGY:

- Lecture,
- Learning exercises
- Group discussion
- Practical sessions

WHO SHOULD ATTEND:

- Organisation's In-House Trainers
- Supervisors
- Managers
- Anyone who trains their internal staff



For further details, please contact Ms. Farah / Ms. Elly



09-560 6554 / 5244



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PROGRAMME

Day 1

08:45 AM

REGISTRATION

09:00 AM

Basic Principles

- ASK Model
- Adult Learning Principles
- Training Process

10:30 AM

BREAK

10:45 AM

Establishing Learning Objectives

- Learning and training
- Importance of learning objectives
- Knowledge, skill and behavioral objectives
- Exercise

1:00 PM

LUNCH

2:00 PM

Preparing a training session (module)

- Methods of instruction
- Room arrangement
- Knowledge, skill and attitude training
- Exercise

3:30 PM

BREAK

3:40 PM

Developing visual aids

- Why use visual aids?
- Types of visual aids
- Guidelines of visual aids
- Exercise

5:00 PM

END OF PROGRAMME



PROGRAMME

Day 2

08:45 AM

REGISTRATION

09:00 AM

Presentation skills

- Basics of motivation and interest
- Variety of presentations method
- Personal appearance

10:30 AM

BREAK

10:45 AM

Presentation skills

- Voice, intonation and body language
- Reinforcing and recall
- Mistakes to avoid

1:00 PM

LUNCH

2:00 PM

Evaluating training effectiveness

- Importance of evaluation
- Evaluations and learning objectives
- First, second and third level evaluation
- What next?
- Exercise

3:30 PM

BREAK

3:40 PM

Training Practice

- Each participant to prepare and present a 10-minute training session
- Video recording
- Evaluation
- Feedback

4:45 PM

Q & A Session

5:00 PM

END OF PROGRAMME



**FMM INSTITUTE (475427-W)
EASTERN BRANCH
CENTER FOR PROFESSIONAL DEVELOPMENT**



**TRAIN THE TRAINER
NOV 5-6, 2025 | 9:00AM - 5:00PM | TRAINING ROOM 1, FMM EASTERN**

...ADMINISTRATIVE DETAILS...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider : **FMM Institute Eastern**
- MyCoID : **475427W_EASTERN**
- HRD Corp Programme No : **Provided upon registration**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes,

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

ENQUIRIES & REGISTRATION

Ms Farah/ Ms Elly
Email : farah@fmm.org.my/norelysya@fmm.org.my
Tel: 09-560 6554/ 5244

Please tick accordingly:

- Fees:** ☐ **FMM Member: RM 972.00/pax**
(inclusive of 8% Service Tax)
- ☐ **Non Member: RM 1,080.00/pax**
(inclusive of 8% Service Tax)

**Fees include course materials and
Certificate of Attendance**

CANCELLATION

- Must be writing with reasons.
- 7 days before the course - No payment charged.
- 3-6 days before the course - 50% payment charged.
- < 3 days before the course - Full payment charged.
- Participants who did not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

PAYMENT

- **Cheques** made in favour of "**FMM Institute**" should be forwarded to FMM Institute Eastern.
- For **HRD Corp claimable course**, an **attendance of 100% is a must**, in any case, **employers will be billed in full**.

**Closing Date
Oct 27, 2025**

REGISTRATION FORM

Dear Sir / Madam, please register the following participant(s) for the above programme.

No	Name	Designation	I/C Number	Email	H/P No.
1.					
2.					

(Please attach a separate list if space is insufficient)

- ☐ We will **be claiming under HRD Corp Claimable Courses (SBL-Khas)** but full payment would be made to FMM Institute in the event that no disbursement from HRD CORP under any circumstances.
- ☐ We will **NOT BE CLAIMING under training grant from HRD Corp**. Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **MAYBANK Account No. 5560-1106-3275**

Submitted by:

Name : _____ Designation: _____

Company : _____ FMM Membership No. : _____

Address : _____

Email : _____ Tel: _____ Fax: _____

TIN No. : _____ SST No: _____

Company Stamp