



# HRD CORP TRAIN-THE- TRAINER CERTIFICATION PROGRAMME



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## PROGRAMME OVERVIEW

This training programme has been designed for managers, executives, trainers, instructors, team leaders, and supervisors in organisations who wish to provide structured training and conduct relevant assessments to enable the achievement of peak performance in organisations.

## LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Discuss the characteristics of a competent trainer
- Explain adult learning principles and how training can be delivered effectively to adults
- Conduct training needs analysis to determine specific training needs
- Design competency-based training programme for a target group
- Deliver a training session by using effective training methodologies
- Apply appropriate methods of assessing participants' competency

## KEY BENEFITS

- Earn national recognition as an HRD Corp Certified Trainer
- Master core principles of adult learning
- Learn to identify and address real training needs
- Build confidence to design and deliver impactful training
- Practical sessions to maximize your potential

## DESIGNED FOR

People for whom training is a large part of their job, or a full job function within a structures assessment and training system. These people have considerable responsibility for training programme development and delivery, as well as assessment of participants or employees.

## OUR APPROACH

A mix of short lectures, group discussions, collaborative activities, and hands-on practice ensures an engaging and results-focused learning experience.

## CONDUCTED BY

**CEDR Corporate Consulting** is premier one-stop learning center providing professional Trainer Training that supports the growth of new and experienced trainers, along with training managers through the HRD Corp Train-the-Trainer and other trainer development programmes. We have been conducting the HRD Corp Train-the-Trainer Programme since 2005 and have trained thousands of participants from different business sectors and government agendas.

# THE PATHWAY TO HRD CORP ACCREDITED TRAINER

## HRD CORP CERTIFIED TRAINERS

Participants who complete the 5-day programme and fulfill the assessment requirements will achieve the HRD Corp Certified Trainer status, and receive a Certificate Accomplishment from HRD Corp.

## HRD CORP ACCREDITED TRAINER

Participants have to undergo the accreditation assessment to achieve HRD Corp Accredited Trainer status. Only the HRD Corp Accredited Trainers are qualified to conduct training programmes under the HRDC Corp Schemes.

## HOW WE CAN HELP YOU: ACCREDITATION ASSESSMENT

6 months of support will be provided to CeDR participants who undergo the accredited assessment and want to achieve HRD Corp Accreditation.

## PROGRAMME OUTLINE

- CT 1 PLAN ADULT LEARNING**
- Fundamentals of Adult Learning & Training
  - Adult Learning Approaches
  - Characteristics of a Competent Trainer
  - Ethics Guide for Trainers

- CT 2 CONDUCT TRAINING NEEDS ANALYSIS (TNA)**
- Overview of Training Needs Analysis
  - Training Needs Analysis Methods
  - Three Levels of Data Analysis
  - Training Needs Analysis Outcomes

- CT 3 DESIGN COMPETENCY BASED TRAINING (CBT)**
- Overview of Course Requirements
  - Training Resources Development
  - Training Design Development
  - Session Plan Preparation

- CT 4 CONDUCT COMPETENCY BASED TRAINING**
- Training Delivery Methodologies
  - Practical Tips for Challenging Learners
  - Learning Aids for Training Support

- CT 5 ASSESS PARTICIPANTS' COMPETENCE**
- Competency Based Assessment

COMPETENCY  
DEVELOPMENT  
IS ALL WE DO.

# MEET OUR TRAINERS

Our facilitators have over 20 years experience training in various fields, and have conducted the Train-the-Trainer (TTT) regularly since its inception. They all hold an Australian trainer qualification, giving them the added edge in to building and enhancing both soft skills and technical trainers programme development and delivery skills.

They are ready to lead the TTT participants through a well-designed learning experience (which includes the use of a variety of training methodologies) that promotes a high level of engagement with the participants and accelerates their learning.

## FONG SHIN

With over 20 years of experience, **Fong Shin** specialises in strengthening programme design and guiding trainers to structure their content effectively. She is known for her clear, practical approach that helps trainers improve both planning and delivery.

## SITI SAHLAH

**Siti** brings more than two decades of experience in building trainers' confidence and delivery finesse. Her supportive and steady facilitation style helps trainers communicate with clarity and ease in the classroom.

## SHARON NG

With 20+ years in the industry, **Sharon** focuses on helping participants apply learning meaningfully in their work environments. Her training approach emphasises relevance, reflection, and real-world integration of concepts.

## KELVIN PHUAN

**Kelvin** has over 20 years of experience and a strong track record in enhancing both delivery and assessment practices for trainers. He brings a structured, methodical style that helps trainers strengthen consistency and training outcomes.

NOTE: CeDR reserves the right to assign and change trainer(s) to respective training programmes.

PROGRAMME FEE: **RM2,684** per pax

### ADMINISTRATIVE DETAILS

- Fee is inclusive of 8% SST and HRD Corp Administrative Fee which is HRDC Claimable
- Participants will pay an Assessment Fee of RM150 to HRD Corp when submitting their Accreditation application.
- For in-house enquiries or further information, please contact us at 03-33447310 or [lgrouplearning@cedr.com.my](mailto:lgrouplearning@cedr.com.my)

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