



# TRAIN THE TRAINER PROGRAMME

## Design and Develop Training Curriculum

### About This Course

This module is designed to provide participants with an overview in identifying training needs and designing in-house training programmes.

### Who Should Attend

Supervisors, coaches, trainers who are tasked to design and develop courses.

### Admission Guidelines

Course participants should:

- Be able to communicate with others effectively in English
- Be able to listen, speak, read and write English proficiently in a clear and confident manner
- Be keen to facilitate learning and assess adult learners through the design, reflection and continuous improvement of learning activities in an array of learning settings such as classroom, workplace and blended learning contexts.
- Possess appropriate level subject matter specialisation and industry experience, relevant for the design, facilitation and assessment of learning
- Possess basic information and communication technology (ICT) skills, eg skilled in Microsoft Word, Microsoft PowerPoint, etc
- Be able to source and analyse relevant materials from the workplace, library, internet or online databases for design and development of learning resources

### What You'll Learn

- Identify in-company training needs
- Perform in-company job analysis
- Analyse target group and learners
- Perform task analysis
- Write learning objectives
- Develop learning materials
- Evaluate training programme

### Assessment

- Assessment via in-course assignments (***Participants are required to sit for a 1 hour written test and submit all assignments (project work) on the last day of course.***)

Participants are to bring along a laptop for the preparation of course assignments.



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## Certification (e-Certificate)

Participants will be awarded with the module certificate based on the completion of the module and attaining a pass in assessment.

## Course Details

Duration: 21 hours (3 days), 9.00 am to 5.30 pm

Mode of Training: Classroom

## Course Fee

Please refer to our [website](#) for details.

## Fundings - Funding Validity Period: Till 31 Aug 2026

Singapore Citizens (SCs), Singapore Permanent Residents (SPRs) and Long Term Visit Pass Plus (LTVP+) holders are eligible for a funding support of 50% of course fees.

SCs, SPRs and LTVP+ holders who are sponsored by SMEs, or SCs who are eligible for Mid-career Enhanced Subsidy (MCES) enjoy higher funding support at 70% of course fees.

**Course Application – For company sponsorship, please approach your training or HR coordinator to submit the application using Corppass.**

Training Mode	SkillsFuture Course Code	Course Application Link
Classroom	TGS-2020501273	<a href="https://go.gov.sg/iteddc">https://go.gov.sg/iteddc</a> 