



Deliver and Facilitate Learning

About This Course

This course is designed for current and/or aspiring industry trainers and/or in-house trainers. You will be equipped with the knowledge and skills to plan and deliver off-the-job training within an organisation, prepare resources, facilities and equipment to deliver the training and reflect on own practice to evaluate effectiveness of training.

Who Should Attend

Trainers, supervisors, and anyone whose job scope involves training.

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

- Design lessons
 - Determine and write instructional objectives which are specific, observable, measurable and pegged to the intended taxonomic levels
 - Specify contextualised conditions and degree of acceptable learners' performance
 - Structure lessons to reflect the essential events of instruction
 - Use adequate and appropriate lesson strategies to set context, trigger interest and prepare learners to achieve expected performance
 - Design learning, practice and assessment activities to match the instructional objectives
 - Design reflection/transfer and summary activities to conclude a lesson
 - Determine appropriate duration of a lesson
 - Identify instructional resources and training aids
- Deliver/Facilitate lessons
 - Create conducive social and physical learning environment
 - Conduct lesson and facilitate activities at an appropriate pace
 - Use effective verbal and non-verbal communication
 - Use appropriate instructional methods, questioning and listening techniques, instructional resources and training aids
 - Provide timely and appropriate feedback to learners

Assessment

INSTITUTE OF TECHNICAL EDUCATION

2 Ang Mo Kio Drive, Singapore 567720

Tel: 1800-2222 111 | Fax: 6590 2418 | Email: sts2@ite.edu.sg

Website: <https://www.ite.edu.sg/courses/part-time-courses/train-the-trainer>

Information is correct as of 19 Mar 2024



TRAIN THE TRAINER PROGRAMME

Assessment via in-course assignments and conducting a 10-minute lesson. **(Participants are required to submit all assignments on the last day of course)**

Participants are to bring along a laptop for the preparation of course assignments. Training materials are provided in softcopy only.

Certification (e-Certificate)

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

Course Details

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

Mode of Training: Classroom or Synchronous e-learning

Course Fee



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

Fundings - Funding Validity Period: Till 31 Oct 2024

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-2020501270	https://go.gov.sg/itedfl 
Synchronous e-learning	TGS-2020504443	https://go.gov.sg/itedfle 

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