



# TRAIN THE TRAINER PROGRAMME

## Prepare and Conduct Coaching

### About This Course

This module is designed for current and/or aspiring industry trainers and/or in-house trainers. You will be equipped with the knowledge and skills to prepare and conduct On-the-Job Training (OJT) coaching to specific trainees within an organisation, assess trainee performance and reflect on own practice to evaluate effectiveness of coaching.

### 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
- Possess self-motivation and self-discipline to organise and plan for online learning (for asynchronous e-learning)
- Preferably have completed the course “Design and Develop OJT Programme”
- 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

- Prepare for coaching
  - Develop coaching plan
  - Prepare resources, equipment and facilities
- Prepare learner
  - Build rapport
  - Set learner expectations and ground rules
  - Establish OJT procedures and routines
- Provide coaching
  - Coach performance
  - Monitor progress
- Assess performance
  - Prepare for assessment
  - Conduct and record assessment

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**INSTITUTE OF TECHNICAL EDUCATION**

**2 Ang Mo Kio Drive, Singapore 567720**

**Tel: 1800-2222-111 | Fax: 6590 2418 | Email: [sts2@ite.edu.sg](mailto: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



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- Evaluate coaching
  - Facilitate learner self-reflection
  - Reflect on coaching and assessment

## Assessment

- Assessment via in-course assignments and conducting a coaching session with self-reflection of coaching effectiveness (**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

Mode of Training/ Duration: 28 hours (4 days), 9.00 am to 5.30 pm  
[Classroom/Synchronous e-learning]

28 hours (3 weeks)  
[Asynchronous e-learning]

## Course Fee

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




## Fundings - Funding Validity Period: Till 31 Oct 2024

*Till 31 Aug 2024 (for asynchronous e-learning)*

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-2020501269	<a href="https://go.gov.sg/itepcc">https://go.gov.sg/itepcc</a>	
Synchronous e-learning	TGS-2020504442	<a href="https://go.gov.sg/itepcce">https://go.gov.sg/itepcce</a>	
Asynchronous e-learning	TGS-2022015345	<a href="https://go.gov.sg/itepcca">https://go.gov.sg/itepcca</a>	

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