



TRAIN THE TRAINER PROGRAMME

Prepare and Conduct Coaching

Objective

This module is designed for current and/or future industry trainers and/or in-house trainers. It will equip them 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.

IMPORTANT: The TTT Programme is offered to companies participating in ITE's Training schemes, and also to those who are sponsored by their organisations.

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
- 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

Content

- 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

INSTITUTE OF TECHNICAL EDUCATION

Industry Training Dept, 2 Ang Mo Kio Drive, Singapore 567720

Tel: 1800-2222-111 | Fax: 6590 2418 | Email: sts1@ite.edu.sg

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



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

Assessment

- Assessment via in-course assignments (**Participants are required to submit all assignments on the last day of course**) plus participants each conducting a coaching session with self-reflection of coaching effectiveness.

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

Certification

Participants will be awarded with the Industry Trainer Module Certificate in Prepare & Conduct Coaching if they satisfy 80% of the attendance and attain a pass in all the assessment components at the end of the course.

Course Details

Training Duration: 28 hours (4 days), 9.00 am to 5.30 pm
(Classroom Training Hours: 26)
(Assessment Hours: 2)

Mode of Training: Classroom or E-learning

Course fee (inclusive of GST):
Classroom
Nett Fee – \$353.40 (for eligible company-sponsored trainees)
Full Fee – \$663.40

E-learning
Nett Fee – \$324.90 (for eligible company-sponsored trainees)
Full Fee – \$609.90

Fundings (for company-sponsored trainees only)

- Funding Validity Period: Till 30 Sep 2024

Singapore Citizens (SCs) and Singapore Permanent Residents (SPRs) are eligible for a funding support of 50% of course fees, capped at \$15 per classroom training hour.

SCs and SPRs who are sponsored by SMEs, or those who are eligible for Mid-career Enhanced Subsidy (MCES) enjoy higher funding support.

Course Application

Apply via <http://bit.ly/2lpvftj> or scan the QR code to apply for course.

