



## Design and Develop Training Curriculum

### Objective

This course 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

### Content

- 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.

### Certification



# TRAIN THE TRAINER PROGRAMME

Participants will be awarded with the Module Certificate in Design & Develop Training Curriculum if they satisfy 80% of the attendance and pass the assessment at the end of the course.

## Course Details

Duration:	21 hours (3 days), 9.00 am to 5.30 pm
Mode of Training:	Classroom
Course fee (inclusive of GST):	Nett Fee – \$290.70^ \$188.70^^ Full Fee – \$545.70

## 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.

## Course Application

### For Company Sponsor

Apply via <https://for.edu.sg/compttt> or scan the QR code to apply for course.



### For Self Sponsor

Apply via <https://for.edu.sg/z334pt> or scan the QR code to apply for course.



## MySkillsFuture Portal Course Code

Classroom mode - TGS-2020501273

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

**Information is correct as of 5 Sep 2022**