



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.

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
- Evaluate coaching
 - Facilitate learner self-reflection



TRAIN THE TRAINER PROGRAMME

- 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 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

Mode of Training: Classroom or Synchronous e-learning

Course fee (inclusive of GST):	<u>Classroom</u>	<u>Sync e-learning</u>
	Nett Fee – \$353.40 [^]	Nett Fee – \$324.90 [^]
	\$229.40 ^{^^}	\$210.90 ^{^^}
	Full Fee – \$663.40	Full Fee – \$609.90

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-2020501269

Synchronous e-learning mode - TGS-2020504442