

# Certified Professional in Learning and Development

International Professional Managers Association, UK



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[www.talentkeys.net](http://www.talentkeys.net)

# Introduction

- ? Do you want to be a qualified trainer but do not know how to become one?
- ? Do you want to be employed as a trainer?
- ? Do you want to start a training business?
- ? Do you have a big dream as a highly sought after, highly paid International Trainer?

If your answer is **YES!** to any of the above, read more to find out.

Conducting an effective training session requires specific skills and knowledge of how people learn. Trainers who have taken the time to consider their own techniques, understandings and skills will be better equipped to provide comprehensive, active and meaningful training that contributes to effective learning by the participants.

Training is a skill that is acquired and is dynamic in nature. It can be nurtured, sharpened and consistently polished to ensure positive results are achieved with each training programme. Developing and conducting a training programme can be mastered by efficient use of the skills learnt in this Certification programme.

This Certification programme is specifically designed to cater to the growing demand for certified trainers.

## Why Should You Attend

You become one of these

Certified Trainer

Competent Trainer

Qualified Trainer



Professional Trainer

International Trainer

Global Speaker

## Who Should Attend

The participants are those whom are already working and/ or those who aspire to become trainers. They are:

Trainers

Training Managers

Human Resource Personnel

Line Trainers

Aspiring Trainers

Department / Team Leaders

# How Do You Benefit

This Certified Professional in Learning and Development programme is designed to equip trainers to create learning contents and deliver training programmes in their organisations or to the general public. This Certification programme objectives and outcomes are:



## Objectives

- 🎯 Discuss the characteristics of a competent trainer.
- 🎯 Explain adult learning principles and how training can be delivered effectively to adults.
- 🎯 Conduct learning needs analysis.
- 🎯 Design competency-based training programme
- 🎯 Deliver a training session effectively
- 🎯 Analyse the course evaluation and assessment results for improvement

## Outcomes

- 🏆 Assess the trainers existing experience in training
- 🏆 Incorporate knowledge of three learning styles into training delivery.
- 🏆 Incorporate knowledge of adult learning principles to maximize training delivery effectiveness.
- 🏆 Conduct Learning Needs Analysis.
- 🏆 Design training programmes using appropriate learning methods.
- 🏆 Create materials and visual aids with creativity.
- 🏆 Prepare to interact and engage the participants.
- 🏆 Make effective training presentations with knowledge of the do's and don't's of training.
- 🏆 Facilitate group interactions and communications in training classes.
- 🏆 Adapt training to the needs of the audience.
- 🏆 Evaluate training effectiveness.
- 🏆 Be a Certified Associate of IPMA.

# Learning Methodology

The training methods used in this certification programme are:



Briefings



Case Studies Analysis



Demonstrations



Group discussions



Role plays



Presentations



Hands-on-activities

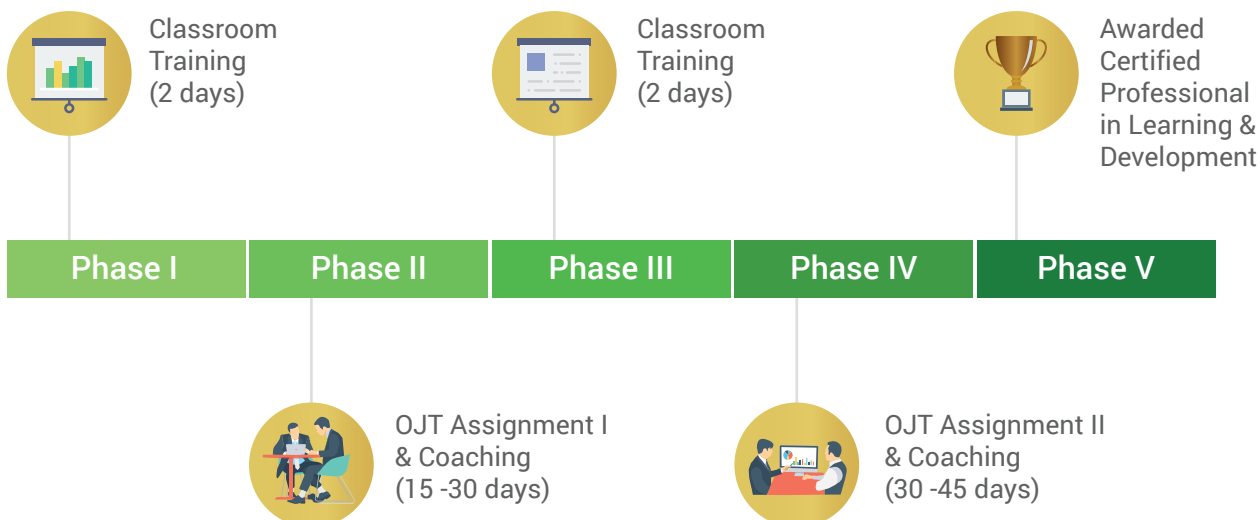


Quizzes and games

As preparation for the training programme, pre-training materials will be provided.

## Programme

This certification programme is developmental in nature. It allows the participants to practise their learnings in the actual work environment and gain the necessary experience as they progress. The programme has 5 Phases, consisting of Classroom Trainings and On-Job-Training Assignments. They are supported with Coaching during the OJT periods.



## Phase I

### Classroom Training

#### Day 1

- Adult Learning & Learning Styles
  - Learning styles
  - Andragogy
  - Conducting Learning Needs Analysis
- Presentation Skills
  - Impactful presentation
  - Preparation and Training Aids
  - Connecting with the audience

#### Day 2

- Develop and Design Contents
  - ADDIE model
  - Learning objectives and outcomes
  - Learning content
- Post Training Assessment

## Phase II

### OJT

- **Assignment I**  
Develop a Training Content  
Conduct Learning Needs Analysis
- **Coaching** (Face-to-face / Phone / Online)  
(min. 15 days / max. 30 days)

## Phase III

### Classroom Training

#### Day 1

- Facilitation Skills and Practice
  - Facilitation skills
  - Giving feedback
  - Communication skills
  - Managing difficult audience
  - Training activities and games
- Evaluation of Training Programme
  - Kirkpatrick's Training Evaluation Model
  - Skill assessment

#### Day 2

- Delivery of Training Programme
  - Presentation based on Phase II assignment
  - Live feedback to reinforce learning
- Post Training Assessment

## Phase IV

### OJT

- **Assignment II**  
Develop training programme content and conduct the training.
- **Coaching** (Face-to-face / Phone / Online)  
(min. 30 days / max. 45 days)

## Phase V

- Certified Professional in Learning & Development  
Awarded by IPMA, UK

General Information on Phase I and Phase III Training Days:

8.30am - 9.00am

9.00am - 12.30pm

12.30pm - 1.30pm

1.30pm - 5.00pm

After Training

Attendance / Registration

Morning Session (Tea break @ 10.30am – 10.45am)

Lunch with Networking

Afternoon Session (Tea break @ 3.30pm – 3.45pm)

Networking / Assignments

# About TalentKeys

This Certification programme will be conducted by Talent Keys Malaysia. Some interesting facts about us are:

- Talent Keys is a **registered HRDF training provider** in Malaysia and a leading provider in the area of consulting services, professional training & education, talent management and digital solutions for the past 10 years.
- Awarded “**Top Global Minds in Training & Development**” by World HRD Congress 2018 in Mumbai, India.
- An **Authorised Training Provider** by International Professional Managers Association (IPMA) UK as a registered body to promote professionalism and people development in Asia-Pacific region.
- Our **Master Trainers** who conduct this certification programme possess the necessary qualifications and come with years of experience in conducting Train-The-Trainer programme.
- Build business capability, people capacity and competency development needs.
- Dedicated to improving people quality through education and training and their Key Performance Indicators vis-à-vis organizations performance.

## About IPMA, UK

The International Professional Managers Association, UK is an International Examining, Licensing and Regulatory Professional body formed for the purpose of providing practicing managers, trainers and educators with the opportunity to participate and to be part of the process of improving managerial performance and effectiveness in all areas of business, industry and public administration. Organisations today need to have skilled Managers, Trainers and Educators who can address demanding challenges and have the ability to develop and implement the most effective business and learning strategies to solve shortcomings.

Our primary objective, as an International examining, licensing and regulatory professional body, is to improve the key skills required for effective management. Through our examination and licensing qualifying scheme we strive to create awareness and understanding of new technology and new techniques of management so that our qualified managers, trainers and educators have the necessary skills to improve their personal effectiveness for their organisations and also to enable them to have a satisfying and rewarding career in Leadership and Management. Our examination and membership structure will assure potential employers about your qualities and that you are competent and have the abilities to perform and deliver results.

## Contact Us

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For more information please contact