

2010

Professional Trainer Practice

- Accredited Training Professional (ATP)
- Master Training Professional (MTP)
- International Certificate in Training Practice (ICTP)



Accredited Training Professional (ATP)

INTRODUCTION

Here is your opportunity to be accredited as a Training Professional. The workshop created by Dr. Palan, the author of The Magic of Making Training FUN!!® is designed to produce world class trainers.

This is a workshop for all professionals interested in delivering high impact training sessions. At this accredited training professional workshop from SMR HR Group, one of the world's largest HRD training firms, you will learn strategies and techniques to make your training sizzle.

You will learn how to make training FUN, enthusiastic, learner centered, experiential and ensure transfer of learning.

The SMR accreditation associates you with a select group of exceptional trainers, who are recognised locally and internationally for their high impact training methods. The ATP participant is licensed to run both SMR's High Impact Train-The-Trainer and The Magic of Making Training FUN!!® workshops.

DESIGNED FOR

This is a workshop for all professionals interested in delivering high impact training sessions.

PRIOR KNOWLEDGE

It is preferred participants have the ability to present and have attended the basic Train-The-Trainer workshop.

WORKSHOP OBJECTIVES

On completion of this workshop, participants will be able to:

1. Use FUN tools to introduce content, involve participants, interact with learners, instruct activity and intensify learner retention
2. Identifying learning styles of participants
3. Identify learning styles of learners
4. Use 5 I's for high impact
5. Use fun tools to accelerate learner
6. Use experiential learning

COMPETENCIES ADDRESSED

Ability to deliver high impact training programmes.

MODEL REFERENCE

- Palan's Fun x Content = Results®
- Malcolm Knowles' Andragogy
- Kolb Learning Styles

BENEFITS OF ACCREDITATION

1. Join an international group of accredited training professionals.
2. Qualify to facilitate SMR's selected programmes.
3. Grow learner satisfaction exponentially.
4. Accelerate learners' learning.
5. Cut learning time and cost.
6. Improve training results with increased learner application.
7. Learn how to use high involvement tools that make your training sizzle.

LEARNING APPROACH

This Accredited Training Professional workshop will be conducted in a fun and interactive way. Participants will have numerous opportunities for skills practice. Continuous feedback will be provided by the facilitator and peers. Palan's Fun x Content = Results® model will be followed.

DURATION

5 days

CERTIFICATION REQUIREMENTS

To receive the SMR accreditation you need to :-

1. Complete the pre-workshop work/ Attend the pre-workshop teleseminar.
2. Complete the online psychometric assessment on learning styles.
3. Complete a 5-day onsite training programme.
4. Deliver a creative training session using FUN tools during onsite training.
5. Complete a one-hour written test during onsite training.

WORKSHOP FOCUS

The ATP workshop will focus on:

Module One

The Making of Making Training FUN!!®

Module Two

Identifying Learning styles using Kolb's Learning Styles Instrument (LSI)

WORKSHOP CONTENT

Introduction & Objective

Making Training FUN

- FUN x Content = Results® model
- 5Is

Skills Practice

Assessment & Feedback

TOOLKIT

You will receive tools to help you deliver high impact training sessions.

1. Comprehensive Workbook
2. PowerPoint Presentation
3. Frame Game : Management Made Easy Software
4. Learning Tournament – FUN Software
5. Fun Bingo Software
6. SMR FUN Balloons
7. Koosh Ball
8. Training Vouchers
9. Perfume Markers
10. Trainer's Whistle

WORKSHOP DATES

12 - 16 July, 2010 (Kuala Lumpur)

FEES

MYR 5,900

The Magic of Making Training FUN!![®]

✦ INTRODUCTION

Make your sessions come alive with FUN! Using fun tools to gain participants' attention, improve participation and accelerate learning. Learning is made easy, faster and enjoyable. When you make learning FUN, the results are highly effective.

This workshop aims to equip you with the skills in using FUN tools. These FUN tools are based on Palan's 5 I's as described in the book "The Magic of Making Training FUN!!"[®] :

- Introduce
- Involve
- Interact
- Instruct and
- Intensify retention.

Learning objectives are met better when content is delivered with FUN.

✦ DESIGNED FOR

This workshop is designed for all those who deliver content, facilitate learning, lead focus groups and meetings.

✦ PRIOR KNOWLEDGE

The focus of this workshop is to engage the participants and deliver the content using FUN tools. The goal is to maximise learner retention. Participants on this workshop are expected to have some experience in facilitating and delivering content for small or large groups.

✦ WORKSHOP OBJECTIVES

On completion of the workshop, participants will be able to use FUN tools to:

- Introduce content
- Involve participants
- Interact with learners
- Instruct actively
- Intensify learner retention

✦ COMPETENCIES ADDRESSED

Deliver content and facilitate learning using FUN tools.

✦ MODEL REFERENCE

Palan's Fun x Content = Results[®]

✦ LEARNING APPROACH

We follow the 'Demonstrate – Review – Do – Log Learning' approach throughout the two-day workshop.

✦ DURATION

2 days

✦ WORKSHOP CONTENT

1. The use of FUN to deliver content

- FUN X Content = Results[®] Model
- 5 I's

2. INTRODUCTION

- Three Strategies for effective introductions

3. INVOLVEMENT

- Warm ups
- Nine Strategies to get your learners READY

4. INTERACTION

- Three strategies
 - Frame questions
 - Partial visuals
 - Press conference

5. INSTRUCTION

- Three strategies
 - Lecturettes
 - Guided discussions
 - Story telling

6. INTENSIFY RETENTION

- Three Strategies to intensify retention
 - Symbolic charades
 - PINGO
 - Wrap-ups

✦ WORKSHOP DATES

12 -13 July, 2010 (Kuala Lumpur)

✦ FEES

MYR 2,000

Master Training Professional (MTP)

● INTRODUCTION

This is a workshop for all professionals who have completed SMR's Accredited Training Professional workshop. While the Accredited Training Professional focuses on helping the participants gain expertise in delivering high impact training sessions by identifying the learning styles and through the use of FUN to deliver content, at the Master Training Professional workshop, participants will be introduced to use of multiple intelligences, games, simulations and improvisations in helping people learn.

Successful participants will receive certification from SMR HR Group. A SMR accreditation lets you into a select group of outstanding trainers, who are recognised internationally.

In this four-day workshop, participants will learn new ideas, techniques and tools to accelerate learning. They will build on their learning from the Accredited Training Professional workshop. Participants will work in teams to create an activity involving simulations, games or improvisations of their choice. This activity will involve the use of multiple intelligences and technology. Each participant will have the opportunity to test out their design in the workshop. This small group exercise and a one hour written test will form the core of assessment.

Master Training Professionals are licensed to run SMR's High Impact Train-The-Trainer, The Magic of Making Training FUN!![®] and Accredited Training Professional Workshop and have access to all Train-The-Trainer materials published by SMR.

● DESIGNED FOR

Professional Trainers

● PRIOR KNOWLEDGE

ATP-Training Specialists and above

● WORKSHOP OBJECTIVES

Upon completion of the workshop, participants will be able to incorporate tools to energise their training programme by:

- Using simulations
- Using collaborative learning tools
- Integrating multiple intelligences in the design & delivery
- Using experiential learning tools to engage participants
- Using technology to accelerate learning

● COMPETENCIES ADDRESSED

Ability to deliver high impact learner-centered training

● LEARNING APPROACH

This MTP workshop will be conducted in a fun and interactive way. Participants will have numerous opportunities for skills practice. Continuous feedback will be provided by the facilitator and peers.

● METHOD OF ASSESSMENT

Written exam and skills assessment

● DURATION

4 days

● WORKSHOP CONTENT

1. Simulations

Simulations are often used in training when it is very expensive or unsafe to allow the learners to use the real equipment in the real world. In such situations they invest time learning valuable lessons in a "safe" virtual environment. This safe environment allows learners to make mistakes during training for a safety-critical system. Simulations in education and training particularly business simulations provide a useful extension to case study discussions.

Participants will learn the secrets to designing successful simulations.

2. Improvisations

Improvisations enable collaborative learning. Skilled facilitators use improvisations – they make up scenes, songs, stories on the spot collaboratively without any pre-planning or scripts. There are principles and techniques to succeed in this high pressure endeavor. These techniques can be translated to any environment to enhance learners' creativity, communication and teamwork.

Participants will learn how to use improvisations to deliver training content with high impact.

3. Games

Games can involve learners when the goal is to introduce, reinforce or summarise the content. Games raise the excitement levels in a learning session through competition (learning tournaments) and cooperation. The use of frame games can accelerate the design of custom content as the existing design structure is in place and learners are familiar with the rules.

Participants will learn how to design and facilitate games and simulation games.

4. Use of Multiple Intelligences

Psychologist Howard Gardner suggests there are at least seven ways that people have of perceiving and understanding the world. Gardner labels each of these ways a distinct "intelligence." Gardner argues for the use of instructional methods that appeal to all the intelligences as opposed to the traditional instruction that heavily favours the verbal-linguistic and logical-mathematical intelligences.

Participants will learn how to ensure the curriculum is balanced and involves all the intelligences.

5. Technology in Learning

Audience response systems powered by latest technology make boring PowerPoint presentations exciting and interactive. They make assessments non-threatening. Your content can be integrated into game shows such as Jeopardy and Wheel of Fortune. Technology today offers countless possibilities to engage learners and make learning cost effective.

Participants will learn how to use technology to accelerate learning.

● WORKSHOP DATES

29 November - 2 December, 2010 (Kuala Lumpur)

● FEES

MYR 5,900

International Certificate in Training Practice (ICTP)

2010

- Competency based Training Needs Analysis (CTNA)
- High Impact Training Design & Development of Materials
- High Impact Train-The-Trainer (HITTT)
- High Impact Training Evaluation



International Certificate in Training Practice

● INTRODUCTION

The International Certificate in Training Practice (CTP) is designed to enhance the skills of individuals who are currently trainers or those who have the potential to be trainers and will be promoted as trainers.

The International Certificate in Training Practice workshop comprises of 4 core modules and a written project paper (about 3,500 words). All participants are required to present their project paper to a panel of moderators, one of whom will be representing The Chartered Institute of Personnel and Development from the United Kingdom, the awarding body.

● DESIGNED FOR

This standard covers skills required by proficient Trainers such as Training Officers, Training Advisors, and Line Managers. It is intended for:

- Those involved in training and development in organisations
- Those working as independent trainers
- Training Administrators seeking a broader understanding of the principles of Training and Development
- Those aspiring for a career in Training and Development
- Training Managers with responsibility for Training and Development

● PRIOR KNOWLEDGE

It is preferred participants have the ability to present and have attended the basic Train-The-Trainer programme.

● CERTIFICATION OBJECTIVES

This course certifies that practitioners are able to:

- Identify and prioritise learning needs using appropriate methods of analysis
- Recommend learning and development opportunities relevant to identified needs
- Design training sessions and development of training materials
- Develop relevant materials and facilities to support training sessions
- Prepare, deliver, and review a range of practical learning sessions
- Assess and provide feedback to learners
- Evaluate training and development using appropriate methods and make improvements as appropriate

● COMPETENCIES ADDRESSED

Core Train-The-Trainer Skills

● LEARNING APPROACH

The modules are delivered in a highly practical and participative way with discussions, videos, exercises and reviews. Comprehensive notes supplement the discussions. Approximately 80% of the time will be spent in exercises, reviews and real life examples.

● METHODS OF ASSESSMENT

- Continuous assessment throughout the workshop
- 2 written and 2 skill-based assignments

● DURATION

10 days

● WORKSHOP CONTENT

1. Competency based Training Needs Analysis

- Using data collection methods and analysis techniques
- Interpreting the information gain
- Preparing training report and plans

2. High Impact Training Design & Development of Materials

- Identifying and defining training and learning objectives
- Choosing methods, media and resources persons
- Developing instructional plan
- Developing learning materials
 - audio, visual, and technology based learning aids
- Designing learner centred activities
- Developing participant workbooks and handouts
- Blended learning

3. High Impact Train-The-Trainer

- Purpose of Helping People Learn
- Preparing to Help People Learn
- Presenting to Help People Learn
- Skills Practice - Trainer Centered Sessions
- Promoting the Application of Learning

4. High Impact Training Evaluation

- Four levels for evaluating training
- Choosing appropriate evaluation tools
- Implementing evaluation
- Preparing reports and recommendation

● TRAINER

- SMR Team of Trainers

● WORKSHOP DATES

19 - 30 April, 2010 (Kuala Lumpur)

26 July - 6 August, 2010 (Kuala Lumpur)

● FEES

MYR 12,000

Competency-Based Training Needs Analysis

✦ INTRODUCTION

Training is about helping people learn so that they can do their jobs to the required standards. However, often training fails to address the real individual, occupational, departmental, or organisational needs. One of the major factors contributing to this situation is that training workshops are not based on business needs or mission critical needs. Training should be based on systematic assessment of current and future needs of organisations.

Our two-day workshop is designed to help training professionals :

- Collect and analyse relevant data
- Prepare and present TNA reports

✦ DESIGNED FOR

This workshop is designed for those whose roles require them to conduct systematic training needs analysis, such as :

- Trainers
- HR professionals
- Line managers
- Instructional designers

✦ WORKSHOP OBJECTIVES

On completion of the workshop, participants will be able to :

- Describe what TNA is
- Use data collection methods and analysis techniques to gather information
- Interpret the information gained
- Report on the information gained by :
 - Preparing a training plan
 - Delivering a TNA report
 - Presenting the report to management

✦ COMPETENCIES ADDRESSED

- Ability to identify organisation's training and development needs.
- Ability to identify individual learning needs

✦ LEARNING APPROACH

Practical sessions where lectures are interspersed with hands-on exercises, case studies, role-plays, and videos. Software tools are used where required. Templates for TNA will be provided.

✦ MODEL REFERENCE

- SMR's HRDPower® TNA model
- SMR's PAGE framework™

✦ TNA DELIVARABLES

- Preparing the TNA report
- Preparing the annual training plan
- Presenting the report to management

✦ DURATION

2 days

✦ WORKSHOP CONTENT

Introduction

- Objectives and expectations
- Training essentials

Needs Analysis

- Purpose
- Key terms used : TNA/TNI, LNA, IATN
- Performance gaps
- Types of needs
- Levels of needs analysis
- Role of analyst

Data Collection : 4 Methods

- Interview
- Observation
- Survey
- Focus group

Analysis : 8 Techniques

Pre-requisites

- SWOT analysis
- Task analysis
- Competency analysis

Optionals

- Goal analysis
- Performance analysis
- Versatility charts
- Document analysis
- Fault analysis

✦ ACTION PLAN

- Getting started

✦ WORKSHOP DATES

19 - 20 April, 2010 (Kuala Lumpur)
26 - 27 July, 2010 (Kuala Lumpur)

✦ FEES

MYR 2,000

High Impact Training Design & Development of Materials

• INTRODUCTION

Proper instructional design is a very critical aspect of any training process. It is a process that helps a trainer choose the most effective way to present content, making efficient use of time and resources. It involves expertise in a set of procedures that results in training which meets its objectives.

This three-day workshop on designing training focuses on equipping participants with skills that are essential for rapid and effective training design development of material.

The workshop aims to help participants to:

- Determine instructional strategy
- Prepare a design specification
- Develop materials

• DESIGNED FOR

The workshop is designed for those whose roles require them to design and develop effective training, such as:

- Professional trainers
- Subject matter experts

• WORKSHOP OBJECTIVES

On completion of this workshop, participants will be able to:

- Describe the importance of training design and development
- State the key stages in the Instructional Design Process Model
- Prepare training and learning objectives
- Develop an instructional strategy
- Develop learning materials

• COMPETENCIES ADDRESSED

- Designing training and development sessions
- Preparing and develop resources to support learning

• LEARNING APPROACH

Practical sessions that are a blend of lectures, discussions, and small group activities. A large part of the group activities revolve around designing a training workshop and developing appropriate learning materials.

• MODEL REFERENCE

Generic Instructional Design Process Model

• DURATION

3 days

• WORKSHOP CONTENT

Introduction

- Objectives and expectations
- Training essentials
- Importance of Training design and development
- Instructional Design Process Model

Instructional Analysis

- Learning context
- Learner
- Learner tasks

Objectives

- Preparing learning goals
- Writing objectives
- Standards

Instructional Strategy

- Organising strategy – course level
- Delivery strategy
- Management strategy

Development of Learning Materials

- Participant handouts / exercises
- Visuals
- Trainer guides
- Design formats

Review

- Practical exercises
- Reviewing design and development of programmes
- Ensuring transfer of learning to workplace

• WORKSHOP DATES

21 - 23 April, 2010 (Kuala Lumpur)

28 - 30 July, 2010 (Kuala Lumpur)

• FEES

MYR 3,000

High Impact Train-The-Trainer

● INTRODUCTION

There is more to training than being able to “tell” or “inform” learners. Knowledge of the subject alone does not guarantee effective training. For delivering effective training sessions, content experts need to know the 5 P’s:

- Purpose of helping people learn
- Preparing to help people learn
- Presenting to help people learn
- Promoting the application of learning
- Participative approaches to help people learn

This High Impact Train-The-Trainer workshop aims to help trainers learn the skill of helping people learn faster, easier and more effectively.

● DESIGNED FOR

This workshop is designed for those whose roles require them to help people learn, such as:

- New training professionals
- Occasional trainers
- Subject matters experts

(The workshop is suitable for both technical and non-technical professionals.)

● WORKSHOP OBJECTIVES

On completion of this workshop, participants will be able to:

- Describe the purpose of helping people learn
- Prepare the requisites for effective learning
- Present content using a variety of training techniques
- Promote application of learning

● COMPETENCIES ADDRESSED

- Ability to support learners’ needs
- Ability to train small groups and deliver one to one training

Both the UK standards at NVQ Level 3 and Australian Qualifications Framework Certificate in Assessment and Workplace Training have been taken into consideration in designing and delivering this workshop.

● LEARNING APPROACH

Practical sessions with lectures, small group activities and opportunities for participants to develop their skills through exercises. Each participant will have a minimum of three opportunities for skills practice. They will present a short training session that will be videotaped and reviewed by facilitators and peers.

● MODEL REFERENCE

- ADDIE Model
- Bob Mager’s Making Instruction Work
- Palan’s 5 P’s
- Palan’s 5 I’s

● RELATED WORKSHOP

2 days - High Impact Facilitating Skills for Trainers

● DURATION

3 days

● WORKSHOP CONTENT

Warm Up Activities

MODULE 1

Purpose of Helping People Learn

- Making Instruction Work
- Six Rules for Effective Learning
- The ADDIE Model
- Adult Learning
- Learning Styles
- The Five Variables in Learning
- Palan’s 5 P’s

MODULE 2

Preparing to Help People Learn

- Learning Domains
- Preparing Training Objectives
- Preparing Session Plans
- Preparing Visual Aids
- Setting up the Logistics for Learning

MODULE 3

Presenting to Help People Learn

- Training Methods
- Session Models
- Palan’s FUN Formula
- Palan’s 5 I’s
- Managing Learners
- The Lecture

MODULE 4

Skills Practice – Trainer Centered Sessions

MODULE 5

Promoting the Application of Learning

- Four Level Evaluation Framework
- Business Partnership Model
- Action Planning
- Transfer of Learning
- Review & Support

● WORKSHOP DATES

26 - 28 April, 2010 (Kuala Lumpur)
14 - 16 June, 2010 (Kuala Lumpur)
2 - 4 August, 2010 (Kuala Lumpur)
12 - 14 October, 2010 (Kuala Lumpur)

● FEES

MYR 3,000

High Impact Training Evaluation

✳ INTRODUCTION

Organisations make huge resource allocations to training because better skilled employees increase competitiveness. However competing pressures on organisational resources require the HRD function to justify the allocation of resources to it. This requires measuring the effectiveness of training. This two day workshop on validating and evaluating training equips participants with knowledge and skills to assess the effectiveness of training on the following parameters:

- Whether training has met its objectives
- Whether it has been beneficial to the organisation

The workshop enables participants to:

- Choose and use evaluation instruments
- Determine evaluation strategies
- Prepare and present an evaluation report to management

✳ DESIGNED FOR

The workshop is designed for those whose wish to learn about evaluation of training

✳ WORKSHOP OBJECTIVES

On successful completion of this workshop, participants will be able to:

- Describe the various models used for evaluating training
- Determine the need for validating and evaluating training
- Design the level of evaluation suited for a particular kind of training
- Implement the appropriate evaluation strategy for a learning event
- Develop evaluation tools
- Prepare reports for management on evaluation metrics.

✳ COMPETENCIES ADDRESSED

Ability to evaluate the effectiveness of training.

✳ LEARNING APPROACH

Practical sessions with lectures, hands-on exercises, case studies, and small group exercises.

✳ MODEL REFERENCE

Four Level Model by Don Kirkpatrick
ROI Model by Jack Phillips

✳ DURATION

2 days

✳ WORKSHOP CONTENT

Module 1- Validating & Evaluating Training for the New Millennium

- Aligning to business needs
- Linking evaluation to the challenges of training
- Seven reasons for evaluation
- Begin with the end in mind
- SMR's Business Partnership model

Module 2 - A framework for validation and evaluation of training

- Best practices

Module 3 - Statistics & Measurement tools in Validation & Evaluation

- Metrics for effective reports

Module 4 - Instruments for Evaluation

- Reaction forms
- Constructing tests
- Skills checklists and rating scales /attitude scales
- Using test scores

Module 5 - Evaluation Designs

- Best Practices

Module 6 - Cost Benefit Analysis

- Case studies

✳ WORKSHOP DATES

29 - 30 April, 2010 (Kuala Lumpur)
5 - 6 August, 2010 (Kuala Lumpur)

✳ FEES

MYR 2,000

Registration Form

DETAILS OF PARTICIPANT

Name : _____

NRIC No. : _____

Position : _____

E-mail : _____

Tel : _____ Mobile No. : _____

Years of experience in current position : _____

Meal Option : Vegetarian Non-Vegetarian

NOMINATING OFFICER *(if applicable)*

Name : _____

E-mail : _____

Tel : _____

Job Title : _____

Signature : _____

INVOICE TO BE SENT TO

Name : _____

Position : _____

Company : _____

Address : _____

E-mail : _____

Tel : _____

Fax : _____

WORKSHOP FEE *(Please tick)*

Accredited Training Professional (ATP)

Date : 12 - 16 July 2010 (5 days)

Venue : Kuala Lumpur, Malaysia

Fees : MYR 5,900

The Magic of Making Training FUN!!®

Date : 12 - 13 July 2010 (2 days)

Venue : Kuala Lumpur, Malaysia

Fees : MYR 2,000

Master Training Professional (MTP)

Date : 29 November - 2 December, 2010

(4 days)

Venue : Kuala Lumpur, Malaysia

Fees : MYR 5,900

PAYMENT

Cash

I enclosed a cheque for **RM:** _____

Made payable to : **SMR HR Group Sdn Bhd**

(Formerly known as SMR Learning & Development Sdn Bhd)

Pay by Credit Card *(Term and conditions applies)*

Please contact : **603 - 2279 9199** *(Finance Dept)*

Bank Transfer : **Dataran Maybank Branch**

Company Name : **SMR HR Group Sdn Bhd**

(Formerly known as SMR Learning & Development Sdn Bhd)

A/C No : **5142 - 5340 - 6092**

SBL claimable for HRDF contributors

HRDF employer code number : _____

**Max MYR 6,000 claimable only*

TERMS & CONDITIONS

Programme fee must be paid in advance.

Note: We will send you a confirmation note on receiving your registration form.

FOR DETAILS AND REGISTRATION

Contact : **SALES TEAM**

Telephone : 603 - 2279 9199

Fax : 603 - 2279 9099

E-mail : info@smhrgroup.com

Post or fax your registration form, signed by your nominating officer to : _____



SMR HR Group
Suite 2A-23-1, Block 2A, Level 23,
Plaza Sentral, Jalan Stesen Sentral 5,
KL Sentral, 50470 Kuala Lumpur, Malaysia

Phone : (603) 2279 9199
Fax : (603) 2279 9099

info@smhrgroup.com
www.smhrgroup.com

Registration Form

DETAILS OF PARTICIPANT

Name : _____

NRIC No. : _____

Position : _____

E-mail : _____

Tel : _____ Mobile No. : _____

Years of experience in current position : _____

Meal Option : Vegetarian Non-Vegetarian

NOMINATING OFFICER *(if applicable)*

Name : _____

E-mail : _____

Tel : _____

Job Title : _____

Signature : _____

INVOICE TO BE SENT TO

Name : _____

Position : _____

Company : _____

Address : _____

E-mail : _____

Tel : _____

Fax : _____

FOR DETAILS AND REGISTRATION

Contact : **SALES TEAM**

Telephone : 603 - 2279 9199

Fax : 603 - 2279 9099

E-mail : info@smrhrgroup.com

WORKSHOP FEE *(Please tick)*

International Certificate in Training Practice (ICTP)

Date : 19 - 30 April, 2010 (10 days)

Date : 26 July - 6 August, 2010 (10 days)

Venue : Kuala Lumpur, Malaysia

Fees : MYR 12,000

Competency-Based Training Needs Analysis

Date : 19 - 20 April, 2010 (2 days)

Date : 26 - 27 July, 2010 (2 days)

Venue : Kuala Lumpur, Malaysia

Fees : MYR 2,000

High Impact Training Design & Development of Materials

Date : 21 - 23 April, 2010 (3 days)

Date : 28 - 30 July, 2010 (3 days)

Venue : Kuala Lumpur, Malaysia

Fees : MYR 3,000

High Impact Train-The-Trainer

Date : 26 - 28 April, 2010 (3 days)

Date : 14 - 16 June, 2010 (3 days)

Date : 2 - 4 August, 2010 (3 days)

Date : 12 - 14 October, 2010 (3 days)

Venue : Kuala Lumpur, Malaysia

Fees : MYR 3,000

High Impact Training Evaluation

Date : 29 - 30 April, 2010 (2 days)

Date : 5 - 6 August, 2010 (2 days)

Venue : Kuala Lumpur, Malaysia

Fees : MYR 2,000

PAYMENT

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(Formerly known as SMR Learning & Development Sdn Bhd)
A/C No : **5142 - 5340 - 6092**

SBL claimable for HRDF contributors
HRDF employer code number : _____
**Max MYR 6,000 claimable only*

TERMS & CONDITIONS

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Post or fax your registration form, signed by your nominating officer to : _____



SMR HR Group
Suite 2A-23-1, Block 2A, Level 23,
Plaza Sentral, Jalan Stesen Sentral 5,
KL Sentral, 50470 Kuala Lumpur, Malaysia

Phone : (603) 2279 9199
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