



SPECIALIST SERIES - TRAIN THE TRAINER (TTT)

Training is one of the most essential components of an organisation. It is a dynamic process, where it ensures that the organisation holds to the idea of continuous improvement as one of the organisation's values. Trainers also need to continuously improve themselves to remain competitive. One of the ways to do so is by making sure that they are kept abreast of the latest management ideas by going through training programs as well. This series is designed for company trainers, as well as for those who are interested in becoming trainers in the near future. This series of enrichment programs, provide advanced tools and concepts in the field of training, besides presenting solid and practical advice to the participants.

BENEFITS

TO THE ORGANIZATION

- Continuous improvement of employees.
- Achievement of better levels of competitiveness.
- Recognition as an organisation, which holds to the idea of continuous improvement as one of its values.
- Higher levels of employee retention.
- Higher levels of employee morale.
- Positive work culture.
- Overall enhanced productivity.

TO THE INDIVIDUAL

- Enhanced self-confidence and self-empowerment.
- Positive interactions by building rapport, trust and credibility.
- Increased success and reduced stress on the job.

MODULES IN THE SERIES

BASIC TRAIN THE TRAINER

This two-day instructor-led course provides a fundamental guide or coaching to effective presentation skills. This includes techniques used in public speaking or teaching in a group or class. The course is fully practical whereby participants will be making presentations based on techniques taught and evaluate each other's performance. Video taping of each participant will be carried out, in order to find or avoid common pitfalls of speaking in public or presentation. Trainers need a whole raft of skills, not simply presentation skills, to be effective. Our 2-day course provides the ideal opportunity to gain the additional knowledge and skills to become an effective trainer. The areas covered are illustrated in the following:

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| <ul style="list-style-type: none"> • What is the Training Process? • Principles of Learning. <ul style="list-style-type: none"> - What is learning? - Why do people learn? • Barriers to Learning. • How People Learn. • The Importance of Questions. • Knowledge & Skills - The Difference. | <ul style="list-style-type: none"> • Setting Aims & Objectives. • Assessing Training Needs. • How to Structure A Course. • Determining Student Knowledge Levels & Key Learning Needs • Identification of Competencies | <ul style="list-style-type: none"> • Managing the Tools – Projectors, Laser Pointers, White Boards & Computers • Generating Rapport & Maintaining Interest • Trainer's Personal Action Plan • Linking Learning Points Effectively • The Value of Effective | <ul style="list-style-type: none"> • Training Materials • Giving Feedback • Handling difficult situations • Some do's and don'ts of using humor • What you must do at the end of a course • Characteristics of a terrific trainer • Post training analysis |
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BASIC TRAIN THE TRAINER

The reality of great trainers is not what they do or do not know, it is what they believe in. This Workshop is designed to allow you to truly consider the vision of 21st century learning. Advance Train The Trainer aims to provide an intense, powerful and effective learning process through Accelerated Learning – an experience that makes for lasting behavioural change. Accelerated Learning encourages learning by utilizing the preferred learning style of the delegate, and also recognizes that the best learning occurs when we are enjoying ourselves. So a good training day using Accelerated Learning methods will be intense, fast moving, packed with fun and enjoyment, and will leave you and the delegates on a high. This 3-day course will facilitate the development of Trainers Competencies, "Creative Trainer Framework" and Action Plan. The areas covered are illustrated in the following:

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| <ul style="list-style-type: none"> • Communication appropriately. • Plan effective presentations. • What are Trainer Competencies? • IBSTPI (International Board of Standards for Training, Performance and Instruction), code of ethics. • Analyze course objectives and | <ul style="list-style-type: none"> • learner's background. • Adjust the course based on information. • Assess the instructional site. • Establish credibility. • Plan and deliver the course introduction. | <ul style="list-style-type: none"> • Adapt your delivery to meet student's needs. • Manage interactions. • Use verbal /non-verbal presentations. • Use questioning skills effectively. • Levels of motivation. • Implement a variety of | <ul style="list-style-type: none"> • instructional methods. • Select appropriate media. • Clearly communicate the lesson objective. • Utilize a variety of evaluation techniques to evaluate and monitor learner performance. |
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METHODOLOGY



Highly interactive lectures



Open discussions



Group discussions



Role-plays



Course manual



Activity handbook

TESTIMONIALS

"It was marvelous that Bolton Berhad Group of Companies appointed your establishment ... Our staff enjoyed the training provided by you ... One of the most important aspects that you have assisted was to merge the different industries within our group into a common course program without compromising the objectives where it benefited our staff ...".

Tomy Goh, Group Head of Human Resources, Bolton Berhad.

"Amongst some of the feedback obtained was that your presentation was lively, well done and ... They also found you to be natural, funny, down to earth and stimulating".

Jullana Affandi Tan, Conference Development Manager, The Asia Business Forum.

"The trainer was very clear in presenting the training, and made the entire presentation very entertaining ... It was simple but effective way to understand the A-Z of ... Overall, this training has really shown me that, ... nothing is impossible. I have really benefited from it".

Angeline Yap, Callbiz (M) Sdn Bhd

"The trainer is very professional and is a sharp observer, with a helpful and positive attitude. This workshop really helped me realize certain things and therefore start improving myself."

Kenny Chong, Schneider Electric Industries (M) Sdn Bhd

"The EI Seminar has helped me and my team understands and perform better. We shared the learning's with the rest of the organization as well. As you had rightly mentioned EI is a journey and we are glad that we took the first step attending the seminar".

Shirley Priyadarsini, Sr. Manager HR, Newbreak India Pvt Ltd

"It was an incredible experience to be at the seminar with you. You are such a special person and bring the subject alive with such ease and eloquence. It was wonderful to interact with you and I will be honoured to be added to the Emotional Intelligence Travellers List and the EI Forum. Thank you so much for sharing and helping others in enhancing their potential".

Dr. Pratima Rajan MD, MPH Consultant & Head, Department of Preventive Cardiology & Cardiac Rehabilitation, Jaslok Hospital & Research Center

"It was a pleasure attending your seminar. You did a splendid job. Looking forward to get associated with you over the Forum and get connected with likeminded friends".

P.G.V. Babu, Manager, Newwoodlands Hotel, Chennai

CERTIFICATION & PERSONAL ACHIEVEMENTS

CERTIFICATION

- HBDI™ and YAPDI™ Certified Practitioner
- Certified HRDF Trainer
- HRDF SBL Scheme



Jerome Pierre BONNIFAY
(CEO & Senior Consultant)

PERSONAL ACHIEVEMENTS

Jerome founded SBIC Sdn Bhd in 1993, as a Global Human Capital Consulting & Professional Training Organization based in Kuala Lumpur as a hub for his global operation, with offices in Barcelona, Delhi and Doha. Jerome holds a BA in Law & Economics and is currently pursuing his PhD in Psychology – specializing in EQ and Whole Brain Thinking.

A passionate and powerful facilitator, Jerome Pierre Bonnifay's unorthodox training techniques, gives him the edge to teach complex subjects to everyone across all levels. He brings to an individual level of understanding and practice a technique up to now reserved to an elite. He has built and implemented assessment centers, appraisal systems and training needs analysis's processes.

Jerome has been actively conducting talks, workshops, and training for The Asia Business Forum as Speaker, Chairperson and Course Leader since 2003. Phrased as the "Global Authority of Emotional Intelligence" by India Times during his EI seminar in India, Jerome continues to enlighten thousand around the world on the subject that had come in vogue some 20 years ago. He received high accolades for his September 2008 India Times Strategy Summit on EI that was held in India's 4 major cities.

www.jeromebonnifay.com

READY TO REACH NEW LEVELS OF SUCCESS?

For further enquiries, contact us via:

11-B, Jalan SS21/60, Damansara Utama, Uptown, 47400 Petaling Jaya, Selangor Darul Ehsan, Malaysia

HQ +603 7725 8927

+603 7725 8937

For international access:

sbisales@sbiconsult.com

www.sbiconsult.com

