The Grand Seasons Hotel, Kuala Lumpur

Conducted by:
Shamsuddin Kadir
Malaysia's Success Trainer

Mastering The TRUE ART
of Training Delivery

Enhance Your Skill
To New Heights

"The Leader In Conducting Training To Fulfill Malaysian Participants Needs and Desire based on Local Culture Approach"

*Special Features

Script Commitment:
Determinant Of High Impact Training

Do 's And Don'ts For Malaysian Participant:
Persuasive Theory Of Managing People

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Shamsuddin Kadir
Malaysia's Success Trainer

Organized By:
SK Training Academy Sdn Bhd
Ultra Mind Resources
Tel: 03 4142 5300 / 4141 6300
www.skm.my

Registered With:
HRDF

Subject to approval
In today’s world, highly skilled with well-educated workforce is a key for organization and industrial economic stability.

As a trainer, the fundamental objectives to attained is to understand the skill gaps, and the goals of organizations concerning the best way to boost the performance, quality, and productivity.

Indeed, the world is constantly evolving which makes Train The Trainer a critical component, especially with the changing expectation of trainees, evolution of new technologies, new discoveries of training method, the emerging of new training approach, and so on.

Whether you have been in the field of training or not, this course will demonstrate methods and techniques on how to be a real trainer with ability to transfer the skills, not just a presenter. This course is run by expert serves as a platform to practice skills and build confidence towards a successful trainer.

This Course Will Cover:

**Module 1: Characteristic of a Good Trainer**
- What Is Training?
- Defining the ROI In Training
- The Adult Learning Principles
- Difference Between Training & Lecturing

**Module 2: Creating the Lesson Plan**
- Identifying Participants’ Need
- Reviewing the Materials
- Creating a Plan B

**Module 3: Engage Your Learners**
- Choosing The Best Activities
- Preparing For Emergencies
- What To Do When Activities Go Wrong
- The Power Of Sticky Notes

**Module 4: Tips & Trick in Training**
- Using Visual Aids
- Supporting Materials When Delivering
- Learning When To Break?
- Applying Group Work

**Module 5: Handling Difficult Participants**
- The Ground Rules
- Challenges and Solutions
- Dealing With Interruptions

**Module 6: Tackling Tough Topics**
- Tough Stuff to Watch Out For
- Adjusting Your Material for a Sensitive Issue
- Dealing with Sensitive Issues in the Workshop

**Individual Presentation**

Course Objectives

- **Focusing** on the training ROI (outcomes and results), rather than topics to be covered.
- **Participant delivering** 10 minutes in training segments.
- **Active Adult Learning**: Wide range of activities and how to apply it in tackling participants needs.
- **Learn persuasive approach** in boosting training results.

How You Will Benefit?

- **Identify** group’s needs and adjusting your material for maximum performance.
- **Establish** credibility and trust with participants and management.
- **Discover** the right flow for competent training.
- **Execute** a workshop with confidence, ending with assured learning.
- **Helps** overcome errors made by new trainers.

Who Should Attend?

- **New Trainer Who is Seeking** to equip themselves with new skills and knowledge. This course provides a strong support in critical training skills.
- **Trainer Who is Looking** for an effective new approaches. This course contains the latest approaches, with effective result that has been tested.

Trainer’s Profile

Shamsuddin Kadir specialized in delivering of results-focus training, organizational development and consulting. He has been working through many fields for the past of 16 years with wide range and varieties organizations, corporates and public sectors. In addition to training, Shamsuddin Kadir had years of experienced in first-hand managerial skill where he had train staffs with insight and credibility. Shamsuddin Kadir also an author of 13 books and more in Malaysia. Since year 2007, 3 books has been translated and published in Indonesia. His views and opinion also gained attention in the local newspaper and he become demandingly invited as guests and interviewed on local telecast and radio such as TV3, TV1, TVAlhijrah, Bisnes Awani, Ikim.fm, Radio 24 and many more. Now, Shamsuddin Kadir’s currently completing his thesis of Integrated Marketing Communication

*Course conducted in bilingual (English & Malay)*
*Program can be conducted In-House and customized to your precise needs*
# KURSUS TRAIN THE TRAINER

## BORANG PENDAFTARAN

**Tempat:** Grand Seasons Hotel
Kuala Lumpur

**Masa:** 9.00 pagi - 5.00 petang

- **Tel:** 03 4142 5300 / 4141 6300
- **Hotline:** 019 303 1 300
- **Faks:** 03 4142 7300

- **Emel:**
  - salmee@sk.my
  - suhana@sk.my
  - fatimah@sk.my

## TARIKH: 12 - 13 NOVEMBER 2014

### YURAN PENDAFTARAN

- **Individu:**
  - □ RM1,300 seorang
  - **Early Bird** (Pendaftaran sebelum 30/10/2014)
    - □ RM1,200 seorang
  - **Berkumpulan:**
    - □ 3 orang & ke atas: RM1,100 seorang

  *kurus ini dikendalikan di dalam dua bahasa (Inggeris / Melayu)*

## Organisasi:

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- **Nama & Jawatan Pegawai untuk dihubbungi:**

- **Alamat:**

- **Pilihan Pembayaran:**
  - □ Tunai
  - □ Cek
  - □ LO
  - □ Bank
  - **Lain-lain:**

- **Jumlah Bayaran**
  - **RM**
  - **No. Cek/LO/Ref**

- **Tanda tangan:**

- **Cop Rasmi**

## TERMA

2. Surat pengesahan pendaftaran dikeluarkan selepas pihak penganjur menerima borang pendaftaran yang lengkap.
3. Pihak penganjur mengamalkan polisi yang pendaftaran tidak dikembalikan sekiranya peserta yang daftar tidak hadir. Walau bagaimanapun, pihak organisasi boleh mengantikannya dengan peserta lain yang dapat hadir, dengan memberi makluman secara bertulis kepada pihak penganjur.
4. Pihak penganjur boleh meminda program, tarikh, tempat, dan trainer sekiranya terdapat perkara-perkara yang tidak dapat dielakkan.
5. Pembayaran yuran kursus boleh dibuat atas nama 5K TRAINING ACADEMY SDN BHD, Bank Islam Malaysia Berhad No. 1211 30 1004 7302 (Caw. Taman Melawati).
6. Pesanan Kerajaan (LO) boleh dibuat atas nama ULTRA MIND RESOURCES (MOF No. 357-02126463), Bank Islam Malaysia Berhad No. 1203 80 1008 0830 (Caw. Shah Alam), diserahkan selewat lewatnya sebelum kursus bermula.

Mohon faks borang ini ke 03 4142 7300 atau scan & emel ke salmee@sk.my