



# Certificate in Train-the-Trainer

Delivered by seasoned experts in the field, the course is designed to help trainers plan and organise their training effectively and efficiently, with theoretical and practical. This certificate is not only a proof of qualification for you, but a good sign that your company invests in quality training.

## Objectives

- To identify the training cycle, root causes of performance gaps and analyse the training needs from local and global perspective
- To select appropriate training methods in-line with business direction and performance
- To design and deliver "Business Needs" training programmes
- To understand storytelling techniques and presentation structures
- To learn effective facilitation skills

## Course Information



(5 Days; 35 Hours)  
 Date: 8, 15, 22, 29 May; 5 June 2021  
 Time: 09:30 – 17:30



Webcast: Login details will be sent 1 day before the commencement date of each module



Cantonese (with English materials)



Full Programme

	Member	Non-member
Early Bird Offer [Only if enrolment & payment are received by 9 April 2021]	HK\$9,000	HK\$11,000
Regular Fee	HK\$10,000	HK\$12,000
Per Module	HK\$2,200	HK\$2,700



Ms Lucy Luk

Tel: (852) 2837 3814  
 Email: [certificate@hkihrm.org](mailto:certificate@hkihrm.org)



To qualify for the course certificate, full programme participants are required to fulfil ALL of the requirements below:

- A minimum of **80% attendance** of the full programme
- A **pass mark in end-of-term assessment**: (Examination date & time: 18 June 2021, 19:00 – 21:00)

### Module 1: Learning Methodologies & Technologies

Speakers: **Mr Peter Leung, F.I.H.R.M.(HK)**

Date: **8 May 2021, Saturday**

Executive Council Member, HKIHRM  
Senior Manager (HR) Public Services HK

**Ms Edna Chow**

Training Manager, The Global Innovative Technology Company

- Adult learning methodologies
- Training setting methods
- Workplace-based methods – learning through practice
- Other learning experiences – group and interactive activities
- Digital learning and recent development

### Module 2: Training Cycle – Overview and Training Needs Analysis (Face-to-face)

Speaker: **Mr Francis Mok, F.I.H.R.M.(HK)**

Date: **15 May 2021, Saturday**

Executive Council Member, HKIHRM  
Principal Consultant, Francis Mok Consulting

- Introduction to training & development
- Role of trainer
- Essential tips
- The training cycle
- Training needs analysis
- The linkage among business strategies, human capital strategies, planning and training needs
- Different approaches
- Identifying gaps
- Identifying the root causes of performance gaps
- Identifying training priorities

### Module 3: Learning Engagement and Instructional Design

Speaker: **Dr Terence Chung, M.I.H.R.M.(HK)**

Date: **22 May 2021, Saturday**

PhD (OD & Change), PMP, CMC, CPF – Master

Principal Consultant – Design & Facilitation, Integral Training & Consulting Limited

#### Learning Engagement

- Factors of learning engagement
- Classroom management
- Virtual classroom management
- Learner management

#### Instructional Design

- Learning theories – how adults learn
- Process of instructional design
- Writing learning objectives
- Developing session plans
- Practising with participants' topics

### Module 4: Presentation Skills (Face-to-face)

Speakers: **Mr Chester Tsang, F.I.H.R.M.(HK)**

Date: **29 May 2021, Saturday**

Executive Council Member, HKIHRM  
Head of Learning, MTR Corporation Limited

**Ms Ivy Chiu**

- Storytelling
- Understanding your audience
- Overcoming nervousness
- Structuring presentation
- Communication skills in presentation
- Effective use of visual aids
- Conducting Q&A session

### Module 5: Facilitation Skills (Face-to-face)

Speaker: **Mr David Leung, F.I.H.R.M.(HK)**

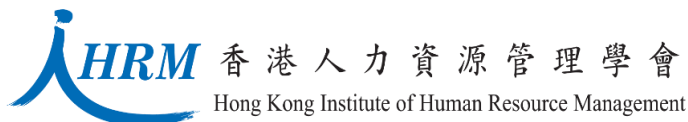
Date: **5 June 2021, Saturday**

Head of Operations Training, MTR Corporation Limited  
Dean, MTR Academy

- From teaching to facilitation
- Defining facilitation
- Techniques in encouraging participation and active learning
- Briefing, conducting and debriefing learning activities
- Techniques of asking questions
- Techniques of making transition
- Handling difficult questions and learners

# ENROLMENT FORM

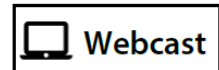
Tel: (852) 2837 3814 Email: [certificate@hkihrm.org](mailto:certificate@hkihrm.org)



## Certificate in Train-the-Trainer

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Time: 09:30 – 17:30



CPD: 35 hours  
for full programme

### Full Programme

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^Only if enrolment & payment are received by 9 April 2021

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Per Module  **Member: HK\$2,200**  **Non-Member: HK\$2,700**

- Module 1 (8 May)  Module 4 (29 May) (Face-to-face)  
 Module 2 (15 May) (Face-to-face)  Module 5 (5 Jun) (Face-to-face)  
 Module 3 (22 May)

**Total Amount: HK\$** \_\_\_\_\_

Company: \_\_\_\_\_ Membership No: (if any) \_\_\_\_\_

Name: Mr/Ms \_\_\_\_\_ Job Title: \_\_\_\_\_

Email: \_\_\_\_\_ Contact No: \_\_\_\_\_

#### A. Payment Method

- Cheque:** Mail a crossed cheque payable to "Hong Kong Institute of Human Resource Management Ltd" to "L&D Department, HKIHRM, Units 1810-15, 18/F, Millennium City 2, 378 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong". Post-dated cheques are not accepted.
- FPS:** Identifier "161151394" or Phone Number "55702553". Please email your payment record as proof.

#### **Credit Card:**

Credit Card Type:	VISA / Mastercard / American Express	Expiry Date (MM/YY):	
Card Number:		Amount (HK\$):	
Name of Card Holder:		Signature:	

#### B. Cancellation Policy

- All participation fees shall be non-refundable and non-transferable under any circumstances. Also, no-shows will incur the full cost of enrolment.
- If the event is cancelled due to any unforeseen circumstances such as adverse weather or natural disasters, the HKIHRM is not responsible for any expenses incurred by the registrant. Notice of the reschedule arrangement will be sent out within a week. For Adverse Weather Arrangements, please refer to the [HKIHRM website](#).
- The HKIHRM reserves the rights to replace the speaker and/or cancel the event, to alter the content, timing, and venue of the event, as well as to reject any enrolment for whatever reasons at any point in time.

#### C. Disclaimer

The information presented by the speaker(s) does not represent the views or opinions of the Hong Kong Institute of Human Resource Management (HKIHRM), nor constitute an endorsement by the HKIHRM.

The HKIHRM hereby disclaims any and all liability to any party for any direct, indirect, implied, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of the information or advice provided by the speaker(s).

#### D. Personal Data Collection Statement

- Applicants' personal data is collected and kept for processing the application for course enrolment, admission, academic and related administration purposes. The data provided will be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance of the HKSAR.
- The personal data provided in this form will be used by the Institute for direct marketing activities, including but not limited to the promotion (e.g. special offers and discounts) for HKIHRM events, activities, training programmes, awards, survey and other services that it may deploy. If you do not wish to receive such information as stated, please indicate your objection by ticking the box.

I have read, understood and agreed to all the details of the above terms and conditions.

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_