



(The contents and other related details in this form is used for publication purpose only. Training module will be given to participants upon registration)

Course Title: TRAIN THE TRAINER		Course Code :	HD 104
<u>Course Background/Summary:</u> The course has been designed to discuss the characteristics of learners and different learning styles. Also, you will learn to prepare lesson plans, manage class time, integrate materials, use visual aids and create a learning environment. You will practice course delivery and refine your techniques using feedback, questioning and evaluation.			
<u>Course Objectives:</u> <ul style="list-style-type: none">• Understand learners and styles of learning• Develop presentation skills• Use visual aids and other media• Teach through questioning• Understand how to evaluate effectively			
<u>Target Audience:</u> Trainers, coaches, HR and training personnel			
Course Duration :		Min: 3 days, Max: 5 days	
Course Contents :			
No	TOPICS		
1	Developing instructional objectives		
2	Teaching methods and effectiveness		
3	Lesson planning		
4	Presentation skills		

UniKL MSI can also customize existing short courses and develop new courses to meet your personal training needs and requirements. The course duration serves as a guideline for your reference.

Please forward enquiries to Centre for Advancement & Continuing Education (ACE), University Kuala Lumpur (Malaysian Spanish Institute), Kulim Hi-Tech Park, 09000 Kulim, Kedah or via fax to:04-4032539 or email to syazrah@unikl.edu.my or call 04-4035199 / 200 (ext:112 / 185)



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5	Students' assessment and test instruments
6	Table of specifications and test construction
7	Criterion referenced assessment
8	Audio visual aids and teach ware
9	Administering, management and analyzing test
10	Others :- Questioning techniques and class communication / Micro teaching and self evaluation / E learning
Theory :	100 %

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