



PAPUA NEW GUINEA HUMAN RESOURCE INSTITUTE

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TRAIN THE TRAINER

Program Purpose

The purpose of the training is to increase Confidence and

Competence in:

1. SKILL PRESENTATIONS
2. KNOWLEDGE PRESENTATION

Goals of the Training:

By the end of training the five days training participants should be able to:

PLANNING STAGE

- List the Steps in planning and writing a sound training objective

PREPARING STAGE

- Identify the steps in preparation

PRESENTATION STAGE

- Assess what was done differently, and levels of

- competence and confidence
- POST – MORTEM STAGE
- Assess what was done well, what could be done differently, and levels of competence and confidence.

Teaching & Learning Strategies

Sessions will be offered in structured training presentations by the facilitator including practical activities, exercises, theory and practical assessment.

The Course Content

Program Context

1. Introduction to Training

The Training Cycle:
- Analysis

- Plan
 - Preparation
 - Presentation
 - Post Mortem
2. How People Learn
 - Principles of Learning
 - Your personal approach to learning
 3. Using Training Aids - -
 - What is the Chose?
 - How are they used?
 4. Getting Started (Planning for success)
 5. Skill Basic Training
 6. Getting people Involved
 7. The Knowledge session
 8. Evaluation

Who should attend this program?

Professionals involving in Training & Development

What are the entry requirements?

There are no course prerequisites for the Train the Trainer.

Certificate Award

All participants will receive a certificate at the end of the training.

Duration
5 Days

Registration Form – Fax to 323 5344

To add value to yourself is when you invest in your ongoing learning & personal development. Your organization benefits from an effective, efficient & highly productive employee – that's you!

Name/s:

1.
2.
3.
4.
5.
6.
7.
8.

Organization.....Address.....

Phone.....Fax..... Email.....

FEES: Member/s No..... K1, 800.00 (vat included)

Non member/s No..... K3, 000.00 (vat included)

Corporate member/s No..... K2, 200.00 (vat included)

Total Due: K.....

Your fees are tax deductible under Training Levy Act. If you are paying as an individual, you can claim reimbursement through the end of the year tax return as this course is considered to be part of your continuing professional development.

PLEASE, GET YOUR SUPERVISOR'S APPROVAL:

Approval of Supervisor: (Yes/No) Name: _____ Sign: _____ Date: _____

Terms & Conditions:

- Up on confirmation from Supervisor, any cancellations of attendance must be done one week prior to the training date. 20% penalty fee will be charged for late cancellations if course fee is not paid yet and for participants who have paid course fee/s, PNGHRI will take 30% off the fee/s. The penalty fees are to cater for administration and hotel charges. Participant/s will have to pay the additional 30% to attend next training or reimburse the remaining amount.
- Deferral of training will be done only once and participant must attend. If PNGHRI keeps on deferring the training, participant/s has the right to ask for reimbursement.