



# CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION



## Fact Sheet

### Trainer's Training Course

#### Course Description

##### **Component I:** Training Component

This component has two (2) categories namely:

**Category I:** Is designed for trainers for skilled workers. The method of instruction employs here is majority Tagalog. The training workshop part of this program is focus in honing the capability of potential and existing trainers on how to conduct training needs analysis, identify objectives and outcomes, develop instructional materials, prepare lesson plan, adopt the best methods/style of teaching, develop assessment and evaluation techniques. On this part of the program, each participant are also required to do a micro-teaching to be evaluated/assessed by the facilitator and the head of the training division of CMDF.

The final part of this program will be on actual teaching which will be arranged by CMDF to hasten potential trainers' abilities to become an effective trainer. They will be given a teaching load on various seminar/training programs being offered by CMDF.

**Category II:** Same as in Category I except that the majority of the method of instruction is English.

##### **Component II:** Assessment Component

This component serves to validate the competencies of those who have successfully completed the trainers-training prior to certification as CMDF qualified Trainer-Assessor.

## **Course Objectives:**

At the end of this seminar, the participants shall be able to;

- Develop an effective training style, using appropriate training aids and techniques
- Understand the key principles of effective communication
- Explain various methods for making lecture based programs active
- Describe a needs analysis and why it is a necessary step in any training program
- Know how to write training objectives and evaluate whether these objectives have been met at the end of a training session
- Develop a training program structure
- Develop a plan and prepare for an effective training session
- Present information in a clear, concise, engaging manner

## **Target Participants:**

- Trainers who wish to upgrade their skills
- Construction practitioner who wish to become a trainer
- Anybody who simply has the passion to teach