



**INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA**  
**NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH**

**KURIKULUM KURSUS**  
**COURSE CURRICULUM**

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|                        |                                    |                        |                |
|------------------------|------------------------------------|------------------------|----------------|
| <b>COURSE TITLE</b>    | : Training Management for Business | <b>COURSE CODE</b>     | : TTT2         |
| <b>COURSE DURATION</b> | : 6-day(s) / 32.50-hour(s)         | <b>COURSE LEVEL</b>    | : Intermediate |
| <b>COURSE CATEGORY</b> | : Competency                       |                        |                |
| <b>HRD CORP SCHEME</b> | : Claimable                        |                        |                |
| <b>COURSE FEE</b>      | : RM2,538.00 (inclusive of 8% SST) | <b>EXAMINATION FEE</b> | : RM200.00     |
| <b>TOTAL FEE</b>       | : RM2,738.00 (inclusive of 8% SST) |                        |                |

This course is designed for experienced trainers or subject matter experts involved in module development, academic curriculum development and comprehensive syllabus. This enables them to develop a solid module following the training cycle as well as identifying the gaps in knowledge, skill and attitude. Documents shall be compiled in a structured manner as a kit for trainer and to be submitted within one month.

**1. OBJECTIVE(S):**

At the end of the course, the participant will be able to:

- i. Identify gaps in knowledge, skill and attitude.
- ii. Undertake organizational, department and occupational training needs analysis.
- iii. Develop a comprehensive training needs analysis report.
- iv. Evaluate specific competency training programmes.
- v. Facilitate individual and group based learning.
- vi. Ensure a quality and effective training package.
- vii. Conduct a competency based training programmes efficiently.
- viii. Plan and organize assessment and assess competence.

**2. TARGET GROUP(S):**

- i. Trainers who are involved in content development and way forward establishing as a Training Provider.

**3. ENTRY REQUIREMENT(S):**

- i. Computer literacy.
- ii. Have attended & completed OSH Train the Trainer Competency Based Programme by NIOSH or by other Training Provider certified by HRD Corp (TTT1).



**4. TOPIC(S):**

- i. Manage the Scope of Training.
- ii. Training Needs Analysis.
- iii. Design and Develop Learning Programs.
- iv. Learning Program Delivery for Individuals and Workplaces.
- v. Assessment and Validation.

**5. LIST OF REFERENCE BOOK(S):**

- i. -

**6. LIST OF TEACHING AID(S):**

- i. LCD projector.
- ii. Computer / Laptop.
- iii. White board with accessories.
- iv. Flip chart with accessories.

**7. LIST OF CLASSROOM ACTIVITIES:**

- i. Lecture.
- ii. Discussion.
- iii. Presentation.

**Note:** Participant is required to bring along laptop (for presentation) during the training session.

**COURSE TITLE: TRAINING MANAGEMENT FOR BUSINESS**

**DAY ONE**

| TIME        | HOUR        | TOPIC                                   | TRAINER / FACILITATOR |
|-------------|-------------|---|-----------------------|
| 0830 - 0900 | 0.50        | Registration                            | NIOSH                 |
| 0900 - 1030 | 1.50        | Introduction to TTT2                    |                       |
| 1030 - 1045 | 0.25        | MORNING TEA BREAK                       |                       |
| 1045 - 1300 | 2.25        | <b>M1: Manage the Scope of Training</b> |                       |
| 1300 - 1400 | 1.00        | LUNCH                                   |                       |
| 1400 - 1545 | 1.75        | Continuation                            |                       |
| 1545-1600   | 0.25        | AFTERNOON TEA BREAK                     |                       |
| 1600- 1700  | 1.00        | Workshop                                |                       |
|             | <b>6.50</b> | <b>END OF DAY ONE</b>                   |                       |

**DAY TWO**

| TIME        | HOUR        | TOPIC                                    | TRAINER / FACILITATOR |
|-------------|-------------|--|-----------------------|
| 0900 - 1030 | 1.50        | <b>M2: Training Needs Analysis (TNA)</b> |                       |
| 1030 - 1045 | 0.25        | MORNING TEA BREAK                        |                       |
| 1045 - 1300 | 2.25        | Continuation                             |                       |
| 1300 - 1400 | 1.00        | LUNCH                                    |                       |
| 1400 - 1545 | 1.75        | Continuation                             |                       |
| 1545-1600   | 0.25        | AFTERNOON TEA BREAK                      |                       |
| 1600 - 1700 | 1.00        | Workshop                                 |                       |
|             | <b>6.50</b> | <b>END OF DAY TWO</b>                    |                       |

### DAY THREE

| TIME        | HOUR        | TOPIC   | TRAINER / FACILITATOR |
|-------------|-------------|---|-----------------------|
| 0900 - 1030 | 1.50        | <b>M3: Design and Develop Learning Programs</b>                               |                       |
| 1030 - 1045 | 0.25        | MORNING TEA BREAK   |                       |
| 1045 - 1300 | 2.25        | - Plan and Organize Group Based Delivery<br>- Facilitate Group Based Learning |                       |
| 1300 - 1400 | 1.00        | LUNCH   |                       |
| 1400 - 1545 | 1.75        | Continuation  |                       |
| 1545-1600   | 0.25        | AFTERNOON TEA BREAK   |                       |
| 1600 - 1700 | 1.00        | Workshop  |                       |
|             | <b>6.50</b> | <b>END OF DAY THREE</b>   |                       |

### DAY FOUR

| TIME        | HOUR        | TOPIC   | TRAINER / FACILITATOR |
|-------------|-------------|---|-----------------------|
| 0900 - 1030 | 1.50        | <b>M4: Learning Program Delivery for Individuals and Workplaces</b> |                       |
| 1030 - 1045 | 0.25        | MORNING TEA BREAK   |                       |
| 1045 - 1300 | 2.25        | - Facilitate Individual Learning                                    |                       |
| 1300 - 1400 | 1.00        | LUNCH   |                       |
| 1400 - 1545 | 1.75        | - Facilitate Work Based Learning                                    |                       |
| 1545-1600   | 0.25        | AFTERNOON TEA BREAK   |                       |
| 1600 - 1700 | 1.00        | Workshop  |                       |
|             | <b>6.50</b> | <b>END OF DAY FOUR</b>  |                       |

### DAY FIVE

| TIME        | HOUR        | TOPIC                                | TRAINER / FACILITATOR |
|-------------|-------------|--------------------------------------|-----------------------|
| 0900 - 1030 | 1.50        | <b>M5: Assessment and Validation</b> |                       |
| 1030 - 1045 | 0.25        | MORNING TEA BREAK                    |                       |
| 1045 - 1300 | 2.25        | Continuation                         |                       |
| 1300 - 1400 | 1.00        | LUNCH                                |                       |
| 1400 - 1545 | 1.50        | Preparation for Assessment           |                       |
| 1545 - 1600 | 0.25        | AFTERNOON TEA BREAK                  |                       |
| 1600 - 1700 | 1.25        | Preparation for Assessment           |                       |
|             | <b>6.50</b> | <b>END OF DAY FIVE</b>               |                       |

### DAY SIX

| TIME        | HOUR | TOPIC                    | TRAINER / FACILITATOR |
|-------------|------|--------------------------|-----------------------|
| 0900 - 1030 | 1.50 | Assessment               | ECD                   |
| 1030 - 1045 | 0.25 | MORNING TEA BREAK        |                       |
| 1045 - 1230 | 1.75 | Assessment               | ECD                   |
| 1300 - 1400 | 1.00 | LUNCH                    |                       |
| 1400 - 1515 | 1.25 | Assessment               | ECD                   |
| 1515 - 1530 | 0.25 | AFTERNOON TEA BREAK      |                       |
| 1530 - 1630 | 1.00 | Assessment               | ECD                   |
|             |      | <b>END OF THE COURSE</b> |                       |