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# **TM002: BASIC TRAINING METHODOLOGY FOR INSTRUCTORS**

COMPLEMENTARY CPD AWARDED  
MBOT CPD POINTS  
*(Applying-Subject to approval)*

## **MEGA JATI ACADEMY SDN BHD**

Jalan Marikh U5/174,  
CB Seksyen U5,  
40150 Shah Alam, Selangor

**2024**

## TM002: BASIC TRAINING METHODOLOGY FOR INSTRUCTORS

### 1.0 INTRODUCTION

The TM002 Basic Training and Methodology for Instructors is five (5) days competency-based program and we designed to train participants to be a professional trainer and facilitator. This course can be an invaluable investment for anyone looking to excel in the field of training and development. Whether you're a seasoned trainer or just starting out, these courses provide valuable insights and practical techniques to help you become a more effective and impactful trainer. Besides that, by joining this course, it can contribute to professional development and career advancement opportunities. It can enhance your resume, demonstrate your commitment to continuous learning, and open doors to new career prospects in the field of training and development.

### 2.0 COURSE OBJECTIVES

The course is deliberately designed and structured to achieve below specific targets:

- Understanding how to structure training programs effectively, create learning objectives, and develop engaging training materials.
- Learning about the characteristics of adult learners and how to design training sessions that cater to their needs and preferences.
- Developing effective presentation skills, fostering participant engagement, and managing group dynamics during training sessions.
- Mastering the art of facilitating discussions, encouraging participation, and handling challenging situations that may arise during training.
- Exploring different methods for evaluating participant learning and assessing the effectiveness of training programs.
- Improve their communication skills, including active listening, questioning techniques, and clarity in delivery. They will learn how to communicate complex concepts in a clear and understandable manner.

### 3.0 COURSE DELIVERY

The course material will be in English/Malay. Delivery will be physical for five (5) days. The learning process in terms of **daily hour's efforts** estimated about **8 hours** per day.

<b>Course</b>	<b>: 5 Days (Duration) Daily Efforts: 8 hours (Full time)</b>
<b>Time</b>	<b>: 8.00am – 5.00pm</b>
<b>Venue</b>	<b>: In-house training</b>
<b>Course fee</b>	<b>: RM 2,380/pax (HRDC Claimable)</b>
<b>Certification</b>	<b>: 1. TM002 Basic Training Methodology for Instructors (CIAST) 2. TTT from HRDCorp -Exemption</b>

## 4.0 TOPICS:

- Introduction to the Course
- Quality of Competence Instructor
- Introduction to Competency Based Training
- Individual Differences
- Instructional Speech
- Questioning Techniques
- Lesson & Lecture
- Demonstration & Shop Talk
- Four Step Pattern
- Introduction to Written Instructional Material
- Lesson Plan Theory & Practical
- Presentation for Lesson Practice
- Course Evaluation & Closing

## 5.0 PROGRAM DIRECTOR



**Adj. Prof. Ir. Dr. Muhammad Arkam Bin Che Munaaim** is a PEPC since 2005 and a MIEM in 2004. He is a Registered Electrical Energy Manager (REEM) with Suruhanjaya Tenaga Malaysia (ST) and a Certified Construction Project Manager (CCPM) of Construction Industry Development Board Malaysia (CIDB). He obtained his PhD in Energy Conservation from USM (2014), Master of Science in Building Technology USM (2010), where previously in year 2000 obtained his B. Eng. (Hons) in Electrical Engineering from UTM Skudai, Johor, Malaysia. His area of working includes renewable energy (solar, mini hydro), mechanical & electrical building services, project management and engineering education training provider and advisor.

He secures about 20 both local and international affiliates and memberships including from the Board of Engineers (BEM), Institution of Engineers Malaysia (IEM), Institute of Engineering and Technology (IET), Institution Electrical & Electronics Engineers (IEEE), ASEAN Engineers Register (ASEAN Eng), ASEAN Chartered Professional Engineer (ACPE), Asia-Pacific Economic Cooperation Engineer (APEC Eng), EMF International PE (IntPE), Malaysia Green Building Confederation (MGBC), SPAN Qualified Person (Water & Sanitary) (SPANQP), Malaysian Water Association (MWA), Malaysian Society for Engineering & Technology (MySET), Malaysian Invention & Design Society (MINDS), Malaysian Energy Professional Association (MEPA) and Members of the Association of Consulting Engineers Malaysia (ACEM). He is currently the Chief Executive Officer of Mega Jati Academy Sdn Bhd ([www.megajatiacademy.com](http://www.megajatiacademy.com)) and Director of Mega Jati Consult Sdn Bhd ([www.megajaticonsult.com](http://www.megajaticonsult.com))

*\*Program Director is responsible to prepare the Course Outline, syllabus and appointment of the Speaker/s, Program Director is not necessarily the Speaker for the Course.*

## 6.0 SAMPLE OF CERTIFICATE

