|  |  |  |
| --- | --- | --- |
| **SUPPORTING DOCUMENTS**  **Computer Professionals, Inc.** | **Document Code :** GD-TR-IT-03 | |
| **Section:** 12.0 Training | **Revision No. :** 0 | **Page** 1 of 1 |
| **Title** : New Trainer Guidelines | **Effective Date:**  18 March 2016 | |

**Note:** *Print this page only when adding / amending / deleting a document. If using this document as a record, this Revision History page can be omitted.*

**REVISION HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Revision no | Date | Description of Changes | Reason for Revision | Revised by | Approved by: |
| 00 | 17 March 16 | Creation of Document | Created document to guide new trainers | DRFortea | RCGanal |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

TM-BR-MG- 11 Rev02, 10302015

1. **Objective**

To prepare and guide new trainers

1. **Responsibility**

Training head and training instructor

1. **References**

None.

1. **Guidelines**
2. Training and presentation materials should be reviewed prior to the scheduled training.
3. A senior associate will be joining the first 2 days of the training to observe and suggest improvements.
4. Self-introduction should include a brief background of your work experiences.
5. Encourage trainees to share their backgrounds and personal work experiences on the first training session. This will help you to discover more about the trainees. In addition this will also help you to learn their individual personalities and capabilities. And lastly this is also the best time to set the right expectations about the program on their end.
6. Attendance will be strictly monitored. If violated sanctions will be given to trainees. NOTE: Attendance reflects their interest and attitude.
7. Internet usage during the course is strictly prohibited unless allowed by the person in charge.
8. It is important to prepare exercises and exams on a timely manner to give the trainees ample time to review and access other review materials.
9. All exercises that were not yet discussed and out of context should not be given.
10. Strict compliance will be observed during exercises and exams. Strictly NO CHATTING and CHEATING.
11. You may visit these links for more tips:

<http://www.slideshare.net/preethi_madhan/train-the-trainer-power-point-presentation>

<https://www.google.com.ph/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwjHtcWB58TLAhWGL6YKHZ-zC_kQFgghMAE&url=http%3A%2F%2Fwww.exeter.ac.uk%2Fambassadors%2FHESTEM%2Fresources%2FTrainers%2FTrain%2520the%2520Trainers%2520Presentation.pptx&usg=AFQjCNGN-B3zQwjKR5HjCEbPXud1xlpzJw&sig2=bK6UhVSxOH24e3et63ugdw&bvm=bv.116954456,d.dGY>