**Note:** *Include 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**

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| Revision no | Date | Description of Changes | Reason for Revision | Revised by | Approved by: |
| 00 | 12 Feb 16 | Creation of Document | To serve as guide in creating of new training courses | DRFortea | RCGanal |
| 01 | 18 March 16 | Added guideline for new trainer | To cater comments and improvements from training evaluation | DRFortea | RCGanal |
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1. **Objective**

* To prepare new training module
* To prepare and guide new trainers

1. **Responsibility**

Training head and training instructor

1. **References**

None.

1. **Guidelines**
2. **Needs assessment**

Should address the following:

1. Client requirement(s) for manpower
2. Current IT trends
3. Improvement Skills
4. **Course Outline**

Should contain the following:

1. Course Description
2. Course Objectives
3. Course Duration
4. Course Outline – topics to be discussed
5. Use this ISO Format: TM-TR-IT-18
6. **Presentation Materials**

We do not have a certain format in the creation of the materials. We suggest you to decide on how you can effectively convey the information. Below are some tips for your reference:

1. User PowerPoint to design your presentation.
2. Make sure to double space your lines for easy reading.
3. Use templates for consistency.
4. Use a border with the CPI name and logo on every slide. Include the name of the course as well.
5. Add animation, images or graphics as necessary to make your presentation more appealing (But not too much)
6. Do not overlap text on images
7. Keep your presentation simple
8. To make their learning more exciting, you may opt to add these activities:

8.1 Small group discussions

8.2 Case studies

8.3 Role Playing or Simulation

8.4 Recitation

1. **Exercises and Exams**

To facilitate and gauge the learning process, you need to have exercise(s) and exams for the training. Make sure that your exercises and exams should:

1. Have an objective
2. Be strategically placed within the training
3. Occur within a specific timeframe
4. **Submission**

To ensure accuracy and quality, all materials content should be subject for review and approval by the training head and technical team.

1. **New Trainer 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>