

# CERTIFIED ON-THE-JOB TRAINER

**DATE:** 12-14 June 2019 (3 days comprehensive program)  
**VENUE:** Eastin Hotel, Petaling Jaya  
**FEE:** RM 1600.00 (Members)  
RM 1700.00 (Non Members)

- Price indicated above is subjected to 6% SST
- 10% discount will be extended to the 3<sup>rd</sup> person onwards.

On-the-job Training (OJT) is becoming the preferred alternative to classroom training as it is considered to be practical and effective, as well as more cost effective, less disruptive to the business and employees learn directly from experience, based on company standards and working environment. However the effectiveness of OJT depends on the OJT trainer. An OJT Trainer requires critical skills to ensure effective transfer of knowledge, and this goes beyond showing and following the experienced worker. Having a structured program helps the OJT Trainer and the organization to develop employee's knowledge & skills while maintaining a higher productivity and keeping cost low. This program is designed to equip the OJT Trainer on how to develop and manage OJT efficiently and effectively, with the time and resources available to ensure trainees learn and internalize the knowledge required to perform the job

## WHO SHOULD OBTAIN THIS CERTIFICATION?

Organizations are encouraged to provide formal certification in training competencies for the following categories of staff:

- Training Managers, Operational managers, supervisors and team leaders managing and/or involved in employee Skills Trainings/ On The Job Training.
- Individuals with or without experience, having an interest becoming a Departmental Trainer and seeking to pursue a career in Training & Development.

## **ENTRY REQUIREMENTS:**

- Qualification : Minimum SPM with 2 years working experience

### **For further information, please contact;**

Cik Nazlina  
Tel: 03 7955 7778  
Fax: 03 7955 1945  
Email: [nazlina@mef.org.my](mailto:nazlina@mef.org.my); [roszana@mef.org.my](mailto:roszana@mef.org.my)



## **CERTIFICATION**

*CERTIFIED  
TRAINER ON THE  
JOB TRAINING  
(OJT) will be jointly  
awarded by*



&



*(subject to the  
completion of all  
program  
requirements)*



## PROGRAM OUTLINE

	MODULES	OBJECTIVES	HOURS
1.	<b>THE OJT TRAINER &amp; ADULT LEARNING</b>	<ul style="list-style-type: none"> <li>• What is OJT Coaching</li> <li>• OJT team &amp; the coach</li> <li>• Selection Criteria of the OJT Coach</li> <li>• Adult Learners</li> <li>• David Kolby's Experiential Learning</li> <li>• Effective Coaching</li> <li>• Coaching Checklist</li> </ul>	<b>Mr. K.Sri Vahlsan 8 hrs</b>
2.	<b>STEP-BY-STEP OJT</b>	<ul style="list-style-type: none"> <li>• Setting the OJT Objective</li> <li>• Planning the OJT Outline</li> <li>• Work Processes - Grouping &amp; Order</li> <li>• Trainer Perspective On Important Considerations</li> <li>• OJT Coaching Methods</li> </ul>	<b>Mr. K.Sri Vahlsan 8 hrs</b>
3.	<b>PREPARING TRAINING OUTLINE</b>	<ul style="list-style-type: none"> <li>• Writing the Objective</li> <li>• Preparing the outline based on Standard Operating Procedures</li> </ul>	
4.	<b>SELECTING YOUR OJT TRAINER</b>	<ul style="list-style-type: none"> <li>• Selection Criteria for OJT Trainer</li> <li>• Reference guides for Trainer</li> </ul>	
5.	<b>PREPARING YOUR OJT CALENDAR</b>	<ul style="list-style-type: none"> <li>• Plotting the Hours</li> <li>• Grouping Trainings</li> <li>• Determining time and participant list.</li> </ul>	<b>Mrs. T.Rani Nathan &amp; Mr. K.Sri Vahlsan  6 Hrs</b>
6.	<b>ASSESSMENT OF TRAINING</b>	<ul style="list-style-type: none"> <li>• Kirkpatrick's Training Evaluation Model</li> <li>• Relationship between levels</li> <li>• Step by Step Assessment using Kirkpatrick's modal</li> </ul>	
7.	<b>ASSESSMENTS</b>	<ul style="list-style-type: none"> <li>➤ ASSIGNMENT (50%)</li> <li>➤ PRESENTATION (50%)</li> </ul>	<b>2 hrs</b>
	<b>TOTAL HOURS</b>		<b>24 hours</b>



The course is highly participative and practical in nature. A range of learning methods will be used which are designed to combine sufficient theory and practice. Assessments will be continuous for the duration of the program through a combination of:-

- Learning activities structured into the content
- Specific organization-based research assignments
- Formal examinations
- Comprehensive assignments

All modules, learning activities, research assignments, examinations and project papers are designed to ground input material whilst drawing relevance to participant's organization and work functions. This ensures maximum transfer of learning to the workplace.

#### ASSESSED COMPETENCIES

<p><b><u>Assignments</u></b> Participants are required to submit an assignment (2,500 words/ 10 pages)</p>	<p><b>50% of competency assessment</b></p>
<p><b><u>Presentation</u></b> Participants will need to present an actual OJT on the last day using the various OJT Tools.</p>	<p><b>50% of competency assessment</b></p>

#### COURSE FEE

MEF Member	RM 1,600.00
Non MEF Member	RM 1,700.00

Please email/fax all registration to Cik Ina at:

**Tel;** 03 7955 7778

**Fax;** 03 7955 1945

**Email;**

[nazlina@mef.org.my](mailto:nazlina@mef.org.my); [roszanariah@mef.org.my](mailto:roszanariah@mef.org.my); [vahlsan@mef.org.my](mailto:vahlsan@mef.org.my)

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(OJT) will be jointly  
awarded by*



&



*(subject to the  
completion of all  
program  
requirements)*



## REGISTRATION FORM

PARTICIPANT 1	PARTICIPANT 2
NAME:	NAME:
COMPANY:	COMPANY:
JOB TITLE	JOB TITLE
TEL:	TEL:
EMAIL:	EMAIL:
PARTICIPANT 3	PARTICIPANT 4
NAME:	NAME:
COMPANY:	COMPANY:
JOB TITLE	JOB TITLE
TEL:	TEL:
EMAIL:	EMAIL:

### PERSON IN CHARGE

Name; ..... Designation; .....

Company; ..... Address; .....

Tel..... .....

Email; .....

Attached is our cheque no. : \_\_\_\_\_

payable to :

- Malaysian Employers Federation (Members)
- MEF Academy Sdn Bhd (non-members)



Please email/fax all registration to  
Cik Ina at:

**Tel;** 03 7955 7778

**Fax;** 03 7955 1945

**Email;** [nazlina@mef.org.my](mailto:nazlina@mef.org.my),  
[roszanariah@mef.org.my](mailto:roszanariah@mef.org.my),  
[vahlsan@mef.org.my](mailto:vahlsan@mef.org.my)

### CERTIFIED ON- THE- JOB TRAINER (UNIMAS)

**DATE:** 12-14 June 2019

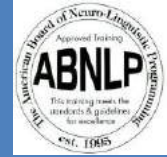
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## TRAINER PROFILE



**CERTIFIED NLP COACH**  
Approved By Coaching  
Division of The American  
Board Of NLP. USA



**Certificate in Talent,  
Competency & Succession  
Planning Issued by  
PENNSTATE University**



**Licensed Practitioner Of  
NLP™ certified by the  
Society of NLP**

AUSTRALIAN  
**TRADE TRAINING** COLLEGE  
**Certificate in Training &  
Assessment by Australian Trade  
Training College**



**Qualified MTP (Management  
Training Program) Trainer  
Awarded the Japanese  
Industrial Training  
Association – JITA**



**PSMB Certified Trainer**

**Mr. SRI VAHLSAN** has more than 15 years of experience in the area of People Relations. Backed with years of working experience in the Hospitality and Education Industry has given him sound knowledge in Employee Relations especially in employee Performance Competencies and Customer Service. Geared with this exposure and experience, his delivery has been able to bridge the gaps in organizational needs by transforming the contents into reflective inputs for employees to succeed in their working place.

His initiatives in MEF ACADEMY has taken him a step further, where he was involved as a Co Trainer in 'SCORE Initiatives' organized by International Training Center (ITC) of the International Labor Organization (ILO). He is also collaborating in conducting programs with other Employers Organization within Asia such as Cambodian Federation of Employers and Business Associations (CAMFEBA), Vietnam Chamber Of Commerce & Industry (VCCI) and Employers Confederation of Philippines (ECOT), Fiji Commerce & Employers Federation (FCEF) and Employers Federation of Ceylon (EFC).

Since joining MEF ACADEMY, Mr Sri has enhanced his skills to include Competency Development and Profiling in HR and Operation. He has further developed various programs in this area and has successfully delivered various seminars particularly in Competency Based Recruitment & Selection, Competency Based Human Resource Management, Competency Based Training Needs Analysis and Competency Mapping for multinational organizations in Manufacturing, Oil & Gas, Services Industry (Banks & Hospitality) and GLCs.

Mr Sri's other area of specialization includes Customer Service Programs, Communication Skills, Management Development, Supervisory Management and some HR related programs such as OJT, Training Needs Analysis and Coaching & Counseling for Performance Improvement.

Throughout his working experience especially in the Hospitality Industry, he was involved in the pre-opening of Hotels and Fast Food Restaurants where he had designed the Skills Training Plan for the Food and Beverage Department. While being a Training Manager undertook most of the preliminary start up functions for the Department, from creating a Succession Plan to developing the Needs Analysis

He is a Licensed Practitioner of NLPTM (certified by The Society Of NLP, Certified Trainer in Management Training Program issued by (NICC) & Japanese Business Federation (JITA) and a Certified Trainer issued by Pembangunan Sumber Manusia Berhad.(PSMB)

Academically he holds a Bachelor's Degree in Hospitality Management from Bournemouth University in UK and a Master In Management (specializing in Human Resource) Open University Malaysia (OUM).