HRD CORP TRAIN THE TRAINER (TTT) CERTIFICATION COURSE

23, 24, 25, 26 & 27 NOVEMBER 2026

9.00AM - 5.00PM

MEF Academy Petaling Jaya, Selangor

Course Overview

Upon completion of this 5-day program, trainers will be equipped to plan adult learning in alignment with fundamental principles of adult education, trainer competency models, and ethical guidelines. They will gain the skills to conduct training needs analysis using established processes and tools, and to develop competency-based training programs by leveraging relevant resources and methodologies that align with defined learning objectives. Additionally, trainers will learn to deliver these programs effectively by applying appropriate instructional methods to ensure optimal session outcomes. Finally, they will be able to assess participants' competencies accurately through the use of suitable assessment tools.

Who Should Attend

- Human Resource Personnel
- Executives
- Managers & Supervisors
- Learning & Development Staff

Learning Outcomes

- Plan adult-learning sessions aligned with adult principles, trainer models, ethics.
- Conduct training-needs analysis using proper tools to identify learning gaps.
- Design competency-based programs using resources, methodologies aligned to objectives.
- Develop and implement training modules focused on measurable competencies and outcomes.

Course Registration :

HRD Corp Train-the-Trainer (TTT) Certification Course Sign Up Form – Fill out form

RM2,684

(Price Inclusive of 8% SST)

HRDC Claimable*

adminmefa@mef.org.my

03-7498 7242 / 016 - 254 1844

Course Structure

Day 1 (Time)	Agenda
8.30 AM	◦ Registration
9.00 AM	◦ CT1: Plan Adult Learning
10.30 AM	◦ Morning Break
10.45 AM	◦ CT1: Continued
1.00 PM	◦ Lunch
2.00 PM	◦ CT1: Continued
3.30 PM	◦ Afternoon Break
3.45 PM	◦ CT2: Conduct Training Needs Analysis (TNA)
5.00PM	◦ End

Day 2 (Time)	Agenda
8.30 AM	◦ Registration
9.00 AM	◦ CT2: Continued
10.30 AM	◦ Morning Break
10.45 AM	◦ CT2: Continued
1.00 PM	◦ Lunch
2.00 PM	◦ CT3: Design Competency Based Training Program
3.30 PM	◦ Afternoon Break
3.45 PM	◦ CT3: Continued
5.00PM	◦ End

Day 3 (Time)	Agenda
8.30 AM	◦ Registration
9.00 AM	◦ CT3: Continued
10.30 AM	◦ Morning Break
10.45 AM	◦ CT3: Continued
1.00 PM	◦ Lunch
2.00 PM	◦ CT4: Conduct Competency Based Training Program
3.30 PM	◦ Afternoon Break
3.45 PM	◦ CT4: Continued
5.00PM	◦ End

Day 4 (Time)	Agenda
8.30 AM	◦ Registration
9.00 AM	◦ CT5: Assess Participant's Competence
10.30 AM	◦ Morning Break
10.45 AM	◦ CT5: Continued
1.00 PM	◦ Lunch
2.00 PM	◦ Prepare for individual assessment
3.30 PM	◦ Afternoon Break
3.45 PM	◦ Prepare for individual assessment
5.00PM	◦ End of Session

Day 5 (Time)	Agenda
8.30 AM	◦ Individual Assessments
5.00 PM	◦ Course Evaluation and End



Farha Binti Uzaimi

Trainer Profile

With more than 30 years of experience in training, education and consultancy, Farha Uzaimi is an experienced trainer specialising in HRD Corp/HRDF Train-the-Trainer (TTT), trainer development, facilitation and instructional design. Farha has been involved in HRD Corp/HRDF TTT programmes since 2006, working with participants from both government and private-sector organisations. Her TTT expertise is strengthened by formal qualifications in Training & Assessment, including the PSMB TTT, Diploma in Training and Assessment, Certificate IV in Training and Assessment, and JPK NCS TTT. She also brings hands-on experience in trainer certification and assessment, module development, competency-based training, NOSS/NCS and Occupational Framework development.

What sets Farha apart is her ability to turn training principles into practical, engaging and workplace-relevant learning experiences. Her approach combines facilitation, coaching, instructional design and real-world experience to help trainers become more confident, competent and impactful facilitators.

adminmefa@mef.org.my

03-7498 7242 / 016 - 254 1844