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MIND RESOURCES PUBLIC PROGRAMS

**2 day program**  
**@RM1,160 per pax**

**comes complete with**  
**Participants Resource Pack**  
**MIND RESOURCES International Certificate of Achievement**

**Dates:**  
**24 & 25 JUNE, 2008**

**Time: 9:00 to 5:00pm**  
**Training Location: IMPIANA HOTEL Kuala Lumpur city centre**  
**Lunch & Coffee breaks**

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course title

**TRAINERS TOOLKIT:**  
**How to Enliven, Spice-Up, Energize-Your-Sessions**  
**& Make Training Real Fun!**

**Program Trainer: Moorthi Shanmugam**

**Who Should Attend:**  
**For learning facilitators, learning & development managers, training managers, HR managers, professional trainers, line managers and anyone from Team Leaders to Sales Managers who has a training curriculum as part of job scope.**

**Key Learning Areas, Learning Outcomes & Benefits**

- Comprehend the depth in application values of adult-based learning principles
- Understand your training style and its impact
- Learn the significance of using icebreakers, meeting starters, mood-shifters, powerful learning hooks, experimental learning and experiential learning
- Explore the essence of opening hearts & minds when you create the setting of the learning stage & the influence of power balancing
- Learn to deliver creative, engaging and fun training session with sound learning principles
- Engage and involve the learner within the training experience
- Communicate clearly ideas, concepts & skills
- Enhance with a plethora of Trainers Techniques to increase participation & assimilation
- Using Play therapy in the training spheres & space

## **Course Overview**

Trainer's Tool Kit will provide you with a FRESH approach to your training delivery. Whether you are new to training or an experienced learning facilitator, you will benefit from this refresher program.

Update your skills with the latest techniques in adult learning and put the extra "POW!" & "WOW!" back into your sessions.

## **Trainers Tool Kit**

### **Module 1: Understanding Learning**

Discover how 'Adults Learn'

State Adult Learning Principles

Understand how our brain works in relation to learning

Self-evaluate individuals preferred learning style

Reflect on past experience and identify effective competencies

### **Module 2: Facilitation & Training**

Evaluate individual's perception on how they see themselves as a learning facilitator

Identify three key roles trainers play

Experience playing the different roles as trainer vs. facilitator

### **Module 3: Styles and Techniques**

Application "The Power of Three" to training sessions

Identify personal flair and apply during training sessions

Discover tools to engage the audience

Apply effective questioning and active listening skills

Demonstrate 'thinking on your feet' to engage the audience

Discover the advantage of less pedagogy in training delivery

### **Module 4: Reworking a Session**

Understand the ADD performance model and its application

Use 'mind mapping' technique as a tool to map processes and actions

Learn the various tools and apply them appropriately and effectively

### **MODULE 5:**

Learn to add pace and texture to your program

Infusing your sessions with energy, mood & spirit

Prepare training session using the ADD Performance model

Present training on selected topics

Debriefing and Learning from feedbacks

**TRAINERS TOOLKIT:  
PROGRAM SCHEDULE**

<b>DAY/TIME</b>	<b>SESSIONS</b>	<b>OBJECTIVES</b>
<b>DAY ONE</b>		
0830-0900	Participants registration	
0900 – 1000	Introduction to Trainers Tool Kit Setting the learning stage	Present an overview of the program content and outcome Collectively establish ground rules for the program Participants to state their personal learning objectives that they want to achieve
1000 – 1015	Tea/Coffee Break	
1015 – 1100	<b>Session One:</b> <b>Understanding Learning</b> Learning Principles The Brain and Learning Reflecting on your experience Learning style: Self-evaluation	Discover how 'Adults Learn' State Adult Learning Principles Understand how our brain works in relation to learning Self-evaluate individuals preferred learning style Reflect on past experience and identify effective competencies
1100 – 1300	<b>Session Two: Facilitation &amp; Training</b> Self- Perception What is 'Training' The different roles Trainers Play The Trainers persona & aura energy field Trainers role: Practical session	Evaluate individual's perception on how they see themselves as a facilitator Identify three key roles trainers play Experience playing the different roles as trainer vs facilitator
1300 – 1400	Lunch	

1400 – 1545	<b>Session Three: Styles and Techniques</b> Power of Three Finding your flair Engaging the audience Where is the 'fun' in training? Humor & Story-telling in training The floor is yours!	Application "The Power of Three" to training sessions Identify personal flair and apply during training sessions Discover tools to engage the audience Apply effective questioning and active listening skills Demonstrate 'thinking on your feet' to engage the audience
1545 - 1600	Tea/Coffee	
1600 - 1700	Continue with Session Three Why learning should be made enjoyable, fun, an adventure in inner self-discovery	The advantage of less pedagogy in training delivery Today, short-burst information dissemination brief overtakes lecture style
1700	End of Day One	

<b>DAY TWO</b>		
0900 – 1000	<b>Session Four: Reworking a session</b> ADD/ Analyze-Design-Develop Performance Training Model Mind Mapping	Understand the ADD performance model and its application Use mind mapping technique as a tool to map processes and actions
1000 – 1015	Tea/Coffee Break	
1015 – 1200	Continue with Session Four	Learn the various tools and apply them appropriately and effectively
1200 – 1300	Tool Kit Ice-Breakers Experiential Tasks & Activities Mood shifters – music & scent Energizers Metaphors Learning multimedia	Learn to add pace and texture to your program Infusing your sessions with energy, mood & spirit
1300 – 1400	Lunch	
1400 – 1545	Reworking a session Group Practical Session	Prepare training session using the ADD Performance model Present training on selected topics

1545 – 1600	Tea/Coffee Break	
1600 - 1730	Review and Reflection Feedback Present Participants with MR Certificate of Achievement  End of Program	Debriefing and Learning from feedbacks  Evaluation of Program

END of Trainers Toolkit

#### MIND RESOURCES

Trainer & Learning Facilitator

**Kapt (Rtd) M.SHANMUGAM** MIAF, MIMM

Masters HRM Canberra

Certified Executive Coach (UMCCed)

Certified Professional Marketer (APMF)



#### **MR Trainer & Learning Facilitator**

Shan is been involved in the Learning and Development industry for the past 15 years.

In mid 1996, Shan began research and development with the aim of providing corporate training using experiential learning to develop team skills. Since then, Shan has designed and conducted numerous programs, for staff from all levels in local and multi-national companies. The participants have been from many countries; Britain, Brunei, China, Denmark, Germany, Japan, Malaysia, Netherlands, Singapore, South Korea, Sweden, Switzerland, Thailand, Taiwan and USA. Shan's excellent language skills enable him to deliver the same quality of training programs in English or Bahasa Melayu.

As Program Director, Shan's Learning Programs are aimed at being just that little bit different from other training programs and much more experiential than most other programs. To achieve the difference he exploits the excellent range of experiential activities and includes video-based training into the program. He is particularly keen on including and exploring a variety of teaching and training methodologies appropriate to an adult-centered learning context. As a facilitator and trainer, Shan has energy and models a

very motivating force that builds rapport easily with people and enables participants to begin the important process of reflection on their training.

Shan has presented his concept of experiential learning at a number of events including the Trainer Meets the Trainer conferences in Kuala Lumpur, the Asian Facilitators' Conferences and in Brunei.

Shan has a Masters Degree in Human Resource from the University of Canberra, Australia. He is also an accredited facilitator for Team Management Systems of Australia and has a Diploma in Translation from the 'Dewan Bahasa dan Pustaka', Kuala Lumpur. Shan is a qualified Training and Development Officer and Human Resource Development Bhd. approved trainer. He is also a certified Professional Marketer awarded by Asia Pacific Marketing Association and is University Malaya's Certified Executive Coach

Shan is currently the country representative (Malaysia) for the International Association of Facilitators (2007 – 2009) and a council member Institute of Marketing Malaysia

Shan also lectures University Utara Malaysia's Organisational Leadership Programs.

Prior to forming Adventure Based Learning Shan was the regional General Manager for a multi-national Training Resource Company.