

TRAINING PROVIDER	
Singapore Professionals' and Executives' Cooperative Limited	
COURSE INFORMATION:	
Course Title	<b>THE CERTIFIED FACILITATOR</b> - based on R&A Serfi369© system
Language	English
Course Duration	3 days (21 hours / 9am to 5pm)
COURSE OUTLINE:	
<b>Course Overview &amp; Objectives</b>	<p>A course facilitator needs the opportunity and grounding to practise the role professionally. This unique Certification Program handholds you from a novice/aspiring trainer through a five-level certification process.</p> <p>This Level 1 certification 3-days course provides a comprehensive coverage using a variety of concepts and techniques, along with a ready-to-use starter-kit. You will be assured of delivering fruitful and successful sessions in your endeavour with the support of post-training consultation with an industry mentor.</p>
<b>Key Topics Covered</b>	<p>The course covers the following topics in depth:</p> <ul style="list-style-type: none"> <li>• Dynamics of training industry</li> <li>• Fundamentals of learning principles</li> <li>• Delivery methods</li> <li>• Session management</li> <li>• Tools and techniques</li> <li>• Design, develop and implement programmes</li> <li>• Evaluation and assessment</li> </ul>
<b>Learning Outcomes</b>	<p>This program enables you with</p> <ul style="list-style-type: none"> <li>• Understanding the dynamics of training industry.</li> <li>• Foundational knowledge, skills and techniques to be a professional trainer.</li> <li>• Overview to design, develop and assess programs.</li> <li>• Tools to engage your audience and deliver effectively.</li> </ul>
<b>Learning Methodology</b>	<p>The workshop sessions are delivered in an interactive learning setting and offer the opportunity to apply the concepts in a risk-free environment with collaborative exercises and practices; facilitator-led group sharing and discussions, case studies and team activities, self-reflection, and action planning; etc.</p>
<b>Who Should Attend</b>	<p>The course will benefit</p> <ul style="list-style-type: none"> <li>• Aspiring &amp; Novice trainers - to become professional trainers.</li> <li>• Already trainers/facilitators - to revisit training fundamentals &amp; its dynamics.</li> <li>• Suited for Independent, Corporate &amp; Institutional trainers.</li> </ul>