



TRAIN THE TRAINER PROGRAMME

Fundings

Under the Skills Development Fund (SDF), course fee support and absentee payroll subsidy are available for Singapore Citizens and Permanent Residents.

Under the Workfare Training Support (WTS), low-wage workers receive higher course fee support and absentee payroll subsidy.

All applications for training assistance for course fees and absentee payroll funding should be made in the SkillsConnect system at <http://www.skillsconnect.gov.sg>. Sponsoring companies will pay ITE the full fees for each applicant and submit the application for course fees and absentee payroll funding through the SkillsConnect system no later than 30 days after the course start date.

Under the UTAP, NTUC members enjoy 50% unfunded course fee support, capped at \$250 every year. Course must not be funded through company sponsorship or other types of funding. For more information, please visit the website (<http://skillsupgrade.ntuc.org.sg>) or through email and hotline at UTAP@e2i.com.sg and 6213 8008 respectively. (Support period for UTAP: Till 31 Mar 2016)

Registration & Payment

- Apply online at <http://www.ite.edu.sg/wps/portal/ttt>
- Post the application form to us

Payment is required for confirmation of place. Crossed cheques should be made payable to **ITE**. At the back of the cheque, please write your name, NRIC/FIN, course title and contact number.

Closing date: 1 month before course start date or when the class is full.

Withdrawal & Postponement

Withdrawal or postponement notice must be made in **writing**:

- 2 weeks or more before course start date – Full refund
- Less than 2 weeks before course start date - 50% refund
- On or after course start date - No refund

In the event that the course is cancelled due to unforeseen circumstances, full refund will be given.

COACHING SKILLS

Objective

This course enables participants to identify the roles and responsibilities of a coach and impart their skills and knowledge effectively. Participants will also learn how to help their trainees and workers discover and develop their individual potential in using newly-learned skills and knowledge to meet the performance standards.

Who Should Attend

Supervisors, coaches, trainers and anyone whose job scope involves training. It is recommended that participants attend the Plan & Implement OJT course first.

Admission Guidelines

Participants are to have at least a Grade C6 in English at the GCE 'O' level to be able to benefit from the course.

Content

- Develop coaching materials
- Prepare for coaching
- Conduct coaching
- Assess skill performance of learners
- Provide feedback and corrective measures on learner's performance
- Evaluate effectiveness of coaching
- Assessment (*Participants are required to sit for a practical assessment and a 1 hour written test*).

Participants are required to bring along a laptop for course work preparation.

Certification

Participants will be awarded with the Industry Trainer Module Certificate if they satisfy 80% of the attendance and pass the assessment at the end of the course.

Course Details

Duration: 25.5 hours (4 days)
(Classroom Training Hours: 18.5 hours)
(Assessment Hours: 7 hours)
9 am – 5.00 pm or 9am – 4.30 pm on last day

Schedule: Classes are conducted every other week. See our website for details or call us for more information

Total fee: \$470.80 (inclusive of GST)

INSTITUTE OF TECHNICAL EDUCATION

Industry Training Dept, 2 Ang Mo Kio Drive, Singapore 567720

Tel: 1800-2255 483 | Fax: 6590 2418 | Email: idt@ite.edu.sg

Website: <http://www.ite.edu.sg/wps/portal/ttt>