

CUSTOMIZED INDIVIDUAL CAPABILITY DEVELOPMENT COURSES

1. Chief Learning Officer Workshop

A 5 days intensive course is designed to train, develop and certify Training Managers, Learning Centre Heads, Learning Function HOD and Chief Learning Officers, with the essential capabilities to effectively lead a Learning Centre/ Corporate University to deliver the expected performance to enable business achievements. This Exclusive Learning retreat consists of 5 modules and will be facilitated by “globally renowned” EX CLOS who would share their experience and insights in managing learning for world class companies.

2. Learning Need Diagnosis

A 5 day course (3days Classroom & 2 days Action Learning) to establish the “Organization’s learning and development” needs, pathway, platform and strategic projects to support its Business Directions. This practice based course will involve developing organization blueprint, establishing learning curriculum and conducting training need analysis.

3. Instructional System Design (ISD)

A 7 day (5 Day workshop + 2 days action learning coaching) course to design and develop & customize ‘Learning Solutions’ Organization through a structured and Lean Instructional Systems Design process that will meet the Learning Needs of an organization. This program will enable the participants to undertake a project to design, develop and pilot selected Learning Solutions, by utilizing the 6-phases of Lean ISD Methodology.

4. Learning Deployment & Managing Action Learning

A 3 day Workshop which covers the following areas:

- > Describe Adult Learning Theories & Researches
- > Describe Organization Learning Methodologies
- > Trace and utilize LEAN ISD (Instructional Systems Design) Process
- > Conduct “Learning Requirements” Analysis
- > Write SMART Learning Objectives & Test Criteria
- > Structure the “Learning Solutions”
- > Develop Learning Materials & Toolkits
- > Run & Assess “Pilot Workshops”
- > Release and Maintain Learning Solutions

Validation of a verified Action Learning Project could lead to a Practioner Certification.

5. Measuring & Managing Learning Evaluation

A 4 day (3 days Workshop + 1 day Action learning Coaching) to develop the Learning Evaluation Framework and manage the implementation process to enhance effectiveness in achieving learning objectives. The objectives are as follows:

- > Describe what is Learning quality, Evaluation and impact measurement
- > Describe the challenges and benefits of Learning Evaluation
- > Identify the stakeholders for Learning Evaluation
- > 4 spears of learning quality management
- > Implement the 6 Circles of Learning Evaluation
- > Formulate a Total Learning Evaluation Plan
- > Deploy the 6-Steps Learning Evaluation Planning
- > Utilize 10 tools of Learning Quality and Evaluation

6. Adult learning and Classroom Facilitator

This 5 days course is designed to train develop, assess and certify classroom facilitator to effectively facilitate and deliver classroom workshops by:

- Creating the environment to promote learning
- Leading the adult learning process
- Structuring the Classroom Learning.

This intensive skill workshop will enable the SME or Leader or Trainer to confidently facilitate any enterprise based classroom courses. This course consists of the following components

- > Understanding Adult Learning in Classroom
- > Nurturing the Classroom Environment for Learning
- > Adult Learning Facilitation Process and Techniques
- > Structuring the Classroom Learning
- > Classroom facilitation Skills Certification

7. Workplace coaching

A 3 day (2 days classroom + 1 day action learning coaching) to train, develop, assess and certify the candidate as a workplace performance coach who can Improve or accelerate the performance of a “Coachee” by a structured and systematic performance coaching intervention.

8. Mentoring

A 1 day course to enable senior business leaders to effectively participate and contribute in a “Mentoring Program” to develop their potential leaders and talents. At the end of this 1 day workshop, the participants will be able to:-

- > Define “Mentoring” and its benefits to an Organization
- > List the difference between “Mentoring” and “Coaching”
- > Identify the benefits and challenges of being a Mentor
- > Locate the “Opportunities for Mentoring” in the Organization
- > Describe the 8 roles of an effective Mentor
- > Trace the 4 steps of Mentoring
- > Applying the 3 critical skills of mentoring
- > Undertake an Action Learning Project of Mentoring

9. Benchmarking

A 1 day course designed to form, forge, train and certify selected Team-members in “Benchmarking” skills.

- > To enable an establish level of improvements in “critical performance indicators” by utilizing the “Benchmarking” Methodology.
- > To recognize the expected gained values from benchmarking activities
- > To identify ways of knowledge acquisition, application & distribution
- > To determine ways of reporting acquired knowledge from benchmarking visits
- > To initiate a culture of “Benchmarking” through Top Management role modelling.

10. Introduction to Organization Learning Technology (OLT)

A 3 day course designed for Managers, Executives, Trainers & Coordinators from the Learning Function or HR related disciplines To establish the “Organization’s learning and development ” needs, pathway , platform and strategic projects to support its Business Directions.

11. Designing & Delivering On Job Learning

A 3 day course (2 days workshop + 1 day Action Learning Project) to train, develop, assess and certify on job trainer/coach, to enable the development and delivery of on job learning by utilizing the systematic on job training (SOJT) methodology. Through this course the candidate will be:

- > Able to identify on job learning opportunities and improve their return on expectation
- > Able to trace the 5 phases and the 10 steps of managing on-job learning intervention.
- > Able to conduct job break down and task analysis to establish on-job learning content. To develop on job learning, teaching, and certification materials and toolkits.
- > Deliver and coach on job skills based on teaching right the first time philosophy.
- > Able to create a conducive environment to facilitate on-job learning.
- > Able to assess and certify on job learning to meet required standards n proficiency
- > Maintain and import on job learning history of candidates.

12. Design & Development of Learning Quality System Manual

A 2 day workshop designed for Learning Centre personnel involved in Learning Value Chain Knowledge Management Representatives, Project Charter Team of QSM LC to review the Quality System Manual that developed to suit a world-class “Corporate University Quality System Manual”.At the end of this workshop the participants will have agreed and workable Corporate University QSM.

13. Implementing Leader as Teacher Program

To envision, excite, energise and enable organizations leaders to actively participate and contribute as corporate teachers. 1 day learning event able to identify and define 7 levels of corporate teachers.

- > Able to define leaders as teachers program and its implications to its organization’s performance.
- > Identify and differentiate the 7 types of corporate teachers.
- > Able to utilize the 5 manners of participating in the leaders as teachers program.
- > Able to construct learning objectives content and structure. To support participation as leaders as teachers program.
- > Able to utilize core skills of presentation and learning facilitation to participate as an effective leader as teacher.
- > Able to differentiate between a coach and a mentor.

14. Developing Organization Learning Strategy

A 3 day event to create a shared vision learning community by:-

- > Collectively identifying the required strategies and developing their Implementation Plans for the CU Transformation Master-plan.
- > Generating the “Extraordinary” Team spirit among the Learning Management Team.

The workshop’s contents are a fusion of the principles/ practice from the “Learning Organization, Kaplan’s Balance Scorecard, Loop’s Strategy Management Process and SunTze “Art of War” Strategic Thinking. The workshop methodology is based on the “3S” model of integrated Experiential and Action Learning process. These enable the participants to journey through an intensive, action packed but result orientated workshop that will enable both the mind and heart to learn.

15. Developing Curriculums (DACUM)

This 5 days certification program provides the personnel in the Learning Centre with the capabilities and certification in the Developing A Curriculum (DACUM).The objective of the DACUM workshop is to train and certify a pool of internal experts in the areas of Job Competency Architects for the DACUM process and Job Competency Profiling (JCP) for the development of in house job competencies. This program will enable the participants to undertake a project to develop Job Model, Job Competency Model and Learning Roadmap.

