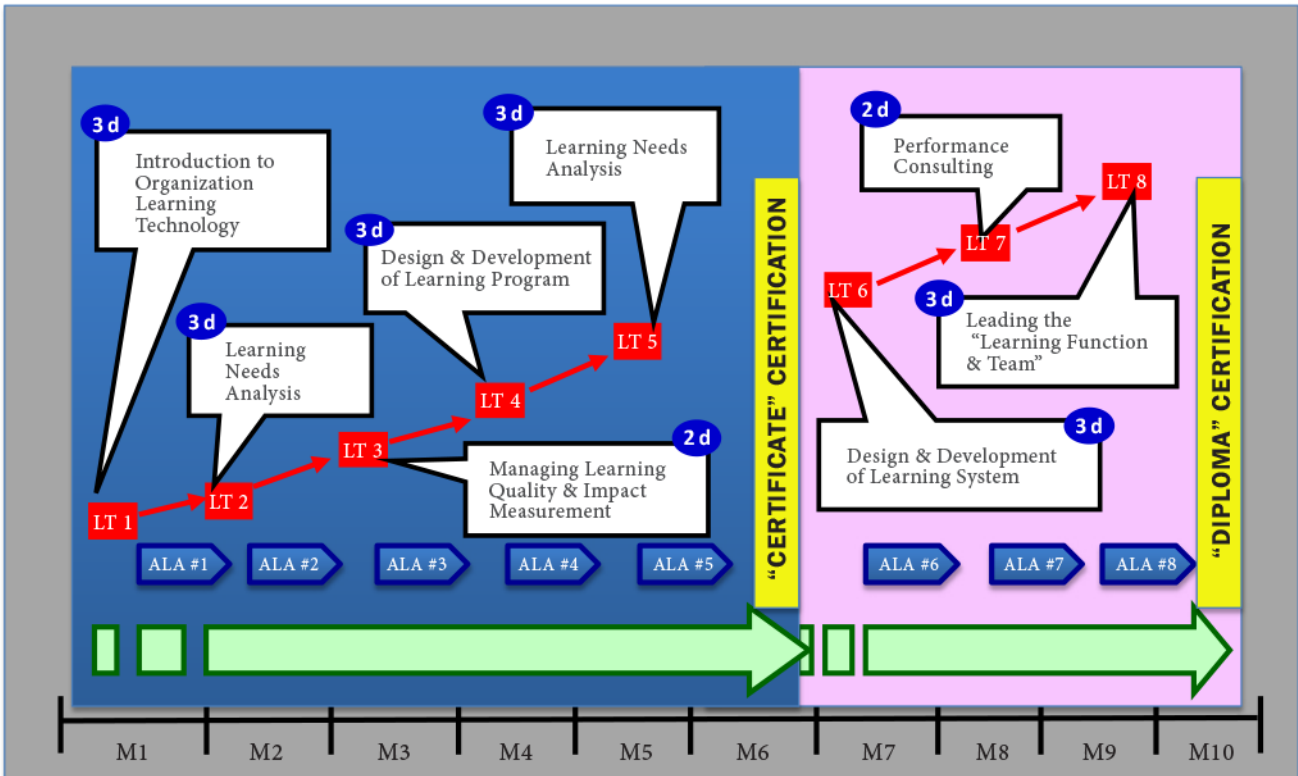


PROGRAM 1

PROFESSIONAL CERTIFICATE /
DIPLOMA IN ORGANIZATION LEARNING TECHNOLOGY

10-12 MONTHS PROFESSIONAL CERTIFICATE /
DIPLOMA IN ORGANIZATION LEARNING TECHNOLOGY
- CONSIST OF OF TRAINING, ACTION LEARNING & CERTIFICATION



PROFESSIONAL CERTIFICATE /
DIPLOMA IN ORGANIZATION LEARNING TECHNOLOGY

| MODULE | DISCIPLINE | CONTENT | DURATION |
|--------|---|---|--|
| 1. | Introduction to Organizational Learning Technology | <ul style="list-style-type: none"> - Types of Performance * Performer - 5 Components of Org. Performance - Organ. Performance & the Learning Organization - Defining Learning & Org. Learning - Organizational Learning as a Technology - The 8 key Principles of Organizational Learning - Trends in Organization Learning - Organizational Learning Technology - OLT Competencies & Culture - OLT Roles, Responsibilities & Curriculum - OLT Competency Assessment - Life Learning | 3 days |
| 2. | Learning Needs Diagnosis | <ul style="list-style-type: none"> - Performing Needs Diagnosis - 3 Type of Learning Needs Diagnosis - Essential Needs Diagnosis Capabilities - Embracing the 3 “LND Beliefs” requirements - Utilizing the 4 “LND Skills” - Conducting TNA & Establishing Learning Requirement - Identifying Solutions & Getting Approvals - Developing Training Calendar & Directory - Marketing Learning Solutions - Job Competency Management - Dev. a Curriculum (DACUM) Process - DACUM Facilitator Skills - DACUM Toolkits - Managing the DACUM Process - DACUM Tips | 3 days workshop 2 days Action Learning Coaching |
| 3. | Learning Quality & Impact Measurement | <ul style="list-style-type: none"> - Enabling Quality in Learning – Role & Purpose - In-Process & Outgoing Inspection of Training Quality - Kirkpatrick’s 4 Levels of Evaluation - 6 Circles of Learning Evaluation - Improvement Close-Loop - Managing Learning Solution Suppliers & Vendor Quality. - Developing “Learning” Evaluations | 2 days workshop 1 days Action Learning Coaching |
| 4. | Design and Development Learning Programs (Basic ISD- Instructional System Design) | <ul style="list-style-type: none"> - Adult Learning Theories & Researches - Organization Learning Methodologies - Introduction to ISD (Instructional Systems Design) - 6 Phases of “Lean ISD Model” - Components of a Learning Solutions - Popular Theories of ISD - Skill Practice on 6 phases of “Lean ISD model | 3 days workshop 2 days Action Learning Coaching |

| | | | |
|----|--|---|---|
| 5. | Delivery and Deployment of Learning Solutions | <ul style="list-style-type: none"> - Learning Delivery & Deployment– The Challenges - Type of Teachers & Teaching - Improving Workshop Facilitation - Selecting & Certifying facilitators - Workplace Coaching & Mentoring - Leaders as Teachers Programs - Managing Action Learning Projects - Managing On Job Training - Installing Certification program - Digital Learning Strategies & System - E-Learning Solutions | <p>3 days workshop</p> <p>1 day Action Learning Coaching</p> |
| 6. | Delivery and Deployment of Learning System (Advance ISD) | <ul style="list-style-type: none"> - Organization Learning Principles - Theories & Researches in OL - Developing “Advance Learning Strategies” - Mapping & Profiling Organization Learning System - Application of Theories & Principles in onto ISD & Organization Learning - Strategies to improve the Learning Systems - Developing “Learning Programs & System ” Solutions - Improving Learning Quality & DMAIC - Managing “System” Solutions - Conducting “Organizational Learning” R&D - Reporting & Publishing OLT papers | <p>3 days workshop</p> <p>2 days Action Learning Coaching</p> |
| 7. | Introduction to performance Consulting | <ul style="list-style-type: none"> - Consultancy – Why & What - DIBTA Consulting Model – The process - The Consulting Value Chain – How to reap - What our Customers & Consumers expect from us - Why Consultants or Con-sultant - Future Trend of Corporate Learning & Performance Consultancy - Understanding Capability & how to develop it - Consultant Capability Model – What & How - Performance Consultant Capability Assessment - Utilizing Personal Life Long Learning Log - Action Learning & Certification - Selecting a Performance Consulting ALP | <p>2 days workshop</p> <p>1 day Action Learning coaching</p> |
| 8. | Leading The learning solution team | <ul style="list-style-type: none"> - LC/CU Leader’s Role & Functions - Linking Learning to Business Strategy - Promoting a Learning Organization Culture - Designing the LC/CU Organization - Structuring the LC/CU Organization - Understanding the LC/CU Workforce - 5 Core Functions of the LC/CU Leader <p>F1 - Inspiring your People Spirit F2 - Utilizing the Organization’s “Resources” F3 - Managing the Business Process F4 - Forging Network & Partnership F5 - Managing Self & Life Long Learning</p> | <p>3 days workshop</p> <p>1 day Action Learning Coaching</p> |

PROGRAM 2

PROFESSIONAL MASTERS IN ORGANIZATION LEARNING MANAGEMENT

PROFESSIONAL MASTERS IN ORGANIZATION LEARNING MANAGEMENT

25 DAYS OF CLASS



5 DAYS OF LEARNING JOURNEY



50 DAYS OF WORK BASED LEARNING

COACHING & TRAINING PROJECTS

ALP #7 - DELIVERY & COACHING OF OLT COURSES FOR STAFF

ALP #8 - FACILITATING A LEARNING WORKSHOP

COACHING & TRAINING PROJECTS

MODULE #1 LEADING THE CORPORATE UNIVERSITY (5 DAYS)

MODULE #2 ORGANIZATION LEARNING TECHNOLOGY (5 DAYS)

MODULE #3 ORGANIZATION KNOWLEDGE MANAGEMENT (5 DAYS)

MODULE #4 BENCHMARKING WORLD CLASS CORP. UNI (5 DAYS)

MODULE #5 ORGANIZATION CULTURE MANAGEMENT (5 DAYS)

MODULE #6 ORGANIZATION STRATEGY MANAGEMENT (5 DAYS)

CERTIFICATION

COACHING & TRAINING PROJECTS

IND AL PROJECT #2 IND AL PROJECT #4 IND AL PROJECT #5 IND AL PROJECT #6 IND AL PROJECT #7

ALP #3 - IMPLEMENTING CORPORATE LEARNING STRATEGY & SYSTEM

ALP #1 - INDIVIDUAL PERSONAL MASTERY PROJECT - LIFE LONG LEARNING LOG



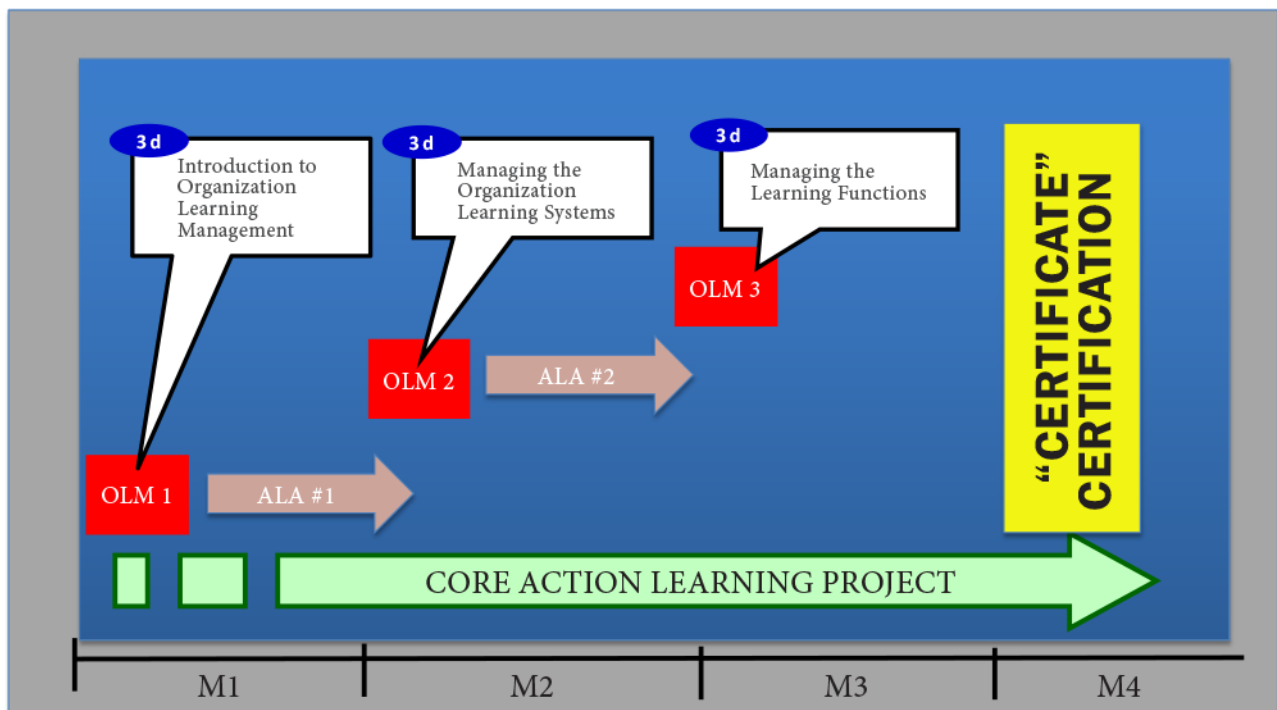
PROFESSIONAL MASTERS IN
ORGANIZATION LEARNING MANAGEMENT

| MODULE | DISCIPLINE | CONTENT | DURATION | |
|--------|---|---|----------|--------------------|
| | | | IN-CLASS | OFF-CLASS |
| 1. | Leading the Corporate University | <ul style="list-style-type: none"> - Managing Corporate Learning Performance & Stakeholders - Enterprise Learning System - Developing Learning Strategies - Managing Corporate University - Leading Learning Community | 5 Days | 10 Days equivalent |
| 2. | Organization Learning Technology | <ul style="list-style-type: none"> - Learning Value Chain - Learning Needs Diagnosis - Acquiring Learning Solutions - Delivery & Deployment - Learning Evaluation & Impact - Learning management System | 5 Days | 10 Days equivalent |
| 3. | Organization Knowledge Management | <ul style="list-style-type: none"> - Developing KM Strategy - Knowledge Engineering - Enabling KM Culture - Implementing KM Processes - Installing KM System | 5 Days | 10 Days equivalent |
| 4. | Benchmarking World-class Corporate Universities | <ul style="list-style-type: none"> - Benchmarking Skills - Learning Journey to visit several world-class Corporate Universities in the Asia | 5 Days | 10 Days equivalent |
| 5. | Organization Culture Management | <ul style="list-style-type: none"> - Learning & Culture - Managing Organization Change - Corporate Culture Management - Developing Culture Blueprint - Culture Window Analysis - Measuring Culture Shifts | 5 Days | 5 Days equivalent |
| 6. | Organization Strategy Management | <ul style="list-style-type: none"> - Learning & Business Strategy - Strategic Management Process - Facilitating Corporate Strategies Formulation - Driving Strategy Execution | 5 Days | 5 Days equivalent |

PROGRAM 3

CERTIFICATE IN ORGANIZATION LEARNING MANAGEMENT

CERTIFICATE IN ORGANIZATION LEARNING MANAGEMENT

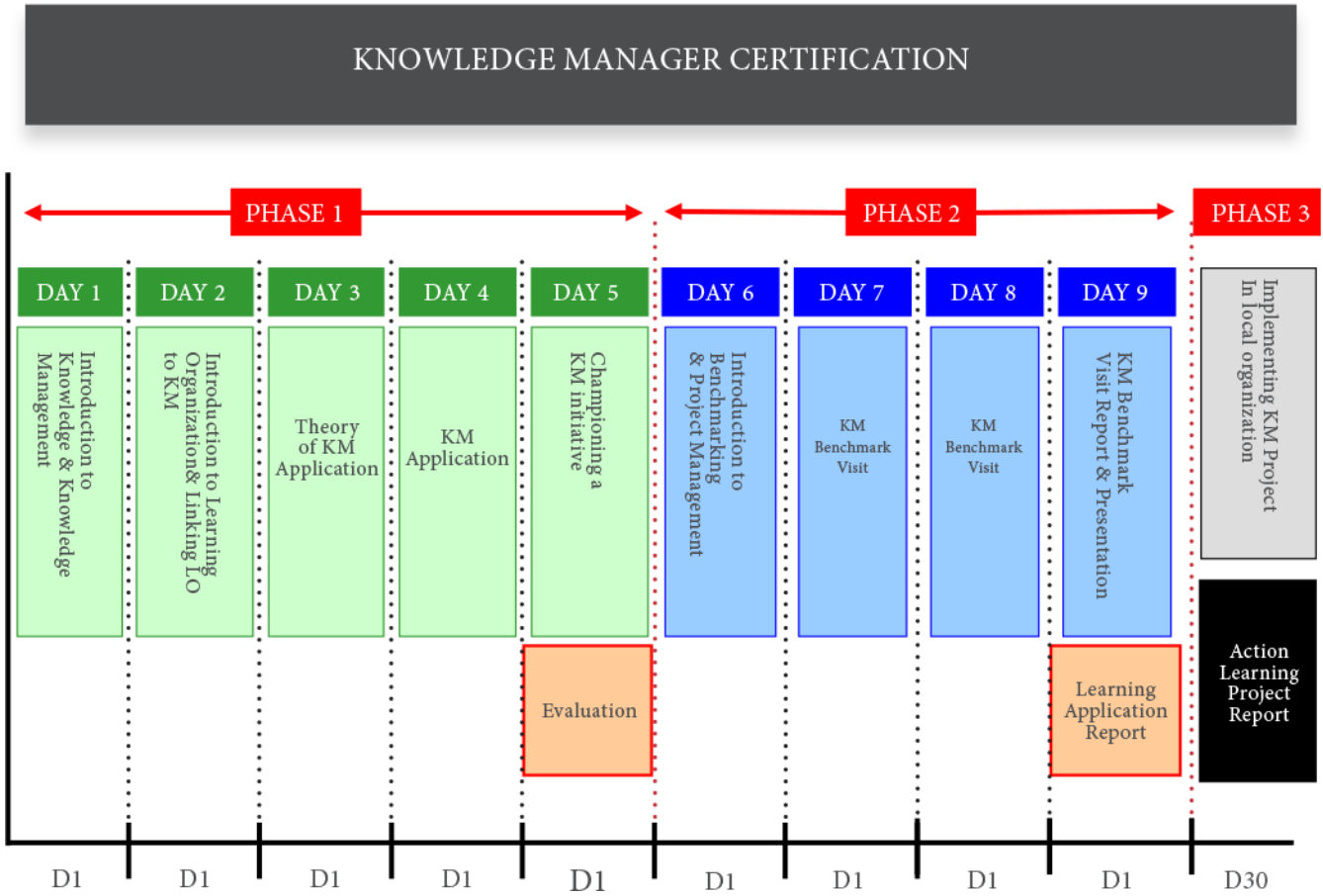


PROFESSIONAL MASTERS IN
ORGANIZATION LEARNING MANAGEMENT

| MODULE | DISCIPLINE | CONTENT | DURATION | |
|--------|---|---|----------|--------------------|
| | | | IN-CLASS | OFF-CLASS |
| 1. | Leading the Corporate University | <ul style="list-style-type: none"> - Managing Corporate Learning Performance & Stakeholders - Enterprise Learning System - Developing Learning Strategies - Managing Corporate University - Leading Learning Community | 5 Days | 10 Days equivalent |
| 2. | Organization Learning Technology | <ul style="list-style-type: none"> - Learning Value Chain - Learning Needs Diagnosis - Acquiring Learning Solutions - Delivery & Deployment - Learning Evaluation & Impact - Learning management System | 5 Days | 10 Days equivalent |
| 3. | Organization Knowledge Management | <ul style="list-style-type: none"> - Developing KM Strategy - Knowledge Engineering - Enabling KM Culture - Implementing KM Processes - Installing KM System | 5 Days | 10 Days equivalent |
| 4. | Benchmarking World-class Corporate Universities | <ul style="list-style-type: none"> - Benchmarking Skills - Learning Journey to visit several world-class Corporate Universities in the Asia | 5 Days | 10 Days equivalent |
| 5. | Organization Culture Management | <ul style="list-style-type: none"> - Learning & Culture - Managing Organization Change - Corporate Culture Management - Developing Culture Blueprint - Culture Window Analysis - Measuring Culture Shifts | 5 Days | 5 Days equivalent |
| 6. | Organization Strategy Management | <ul style="list-style-type: none"> - Learning & Business Strategy - Strategic Management Process - Facilitating Corporate Strategies Formulation - Driving Strategy Execution | 5 Days | 5 Days equivalent |

PROGRAM 4

KNOWLEDGE MANAGER CERTIFICATION



KNOWLEDGE MANAGER CERTIFICATION

| DAY | MODULE | MODULE CONTENT OUTLINE | STRUCTURE |
|-----|--|---|----------------------------------|
| 1. | Introduction To Knowledge & Knowledge Management | <ul style="list-style-type: none"> - To be able to distinguish what is data, information, knowledge & wisdom - To clearly describe the value of knowledge in the new economy - To clearly interpret what is management - To be able to identify what is knowledge management and the theories that support it - Be able to describe the 5 KM pillars & 6 phases of KM | Theory Presentation & Activities |
| 2. | Introduction to Learning Organization & Linking LO to KM | <ul style="list-style-type: none"> - Able to identify what constitutes Learning - To be able to identify the theories of LO and its components - To clearly distinguish the principles of the learning leader, XO teams & farmer leader LO models - Be able to construct the relationship between KM and LO | Theory Presentation & Activities |
| 3. | Theory of KM Application | <ul style="list-style-type: none"> - To be able to distinguish the various KM applications worldwide - Be able to analyze world class KM implementations in world class organization - To describe helpful KM literature works & other KM references | Theory Presentation & Activities |
| 4. | KM Application | <ul style="list-style-type: none"> - Introduction to ALPHASTA DIBTA KM Applications & strategies and application of KM activities - To detect KM applications from Malaysia's Ministry of Health perspective - To be able to demonstrate selected KM activities and understand its impact on organization effectiveness | Theory Presentation & Activities |
| 5. | Championing a KM initiative | <ul style="list-style-type: none"> - To trace the KM Practitioners Competency Model - To list the required competencies to successfully complete a KM Project - Conduct a Force Field Analysis of KM Implementation status - Develop a Personal Learning Map to support a KM Practitioner - State the principle of effective "Change Management Strategy" - Develop Action Plans using 6:3:1 principles to complete the project | Theory Presentation & Activities |
| 6. | Introduction to Benchmarking Introduction to Project Management | <ul style="list-style-type: none"> - To recognize the expected gained values from benchmarking activities - To identify ways of knowledge acquisition, application & distribution - To determine how to chart progress and report KM project implementation - To determine ways of reporting acquired knowledge from benchmarking visits | Theory Presentation & Activities |

| | | | |
|----------------|--|---|----------------------------------|
| 7. | <p>Benchmarking Visit</p> <ul style="list-style-type: none"> *Malaysian Multimedia University KM Centre *Putrajaya Health Clinic * Central Bank of Malaysia's KM Centre | <ul style="list-style-type: none"> - To detect the KM system adopted in health settings - To detect how knowledge mapping is conducted in a university setting - To detect how knowledge sharing is conducting in Malaysia's premier bank - To list the KM activities implemented in both government & public service context - To measure the effects of managing knowledge in increasing governmental organizational capability and efficiency | Theory Presentation & Activities |
| 8. | <p>Benchmarking Visit</p> <ul style="list-style-type: none"> *Sunway Group *DiGi Telecommunications HQ | <ul style="list-style-type: none"> - To detect the KM culture implemented in Sunway Group - To detect how knowledge architecture affects KM - To list the KM activities implemented in Malaysia's world class business organizations - To measure the effects of managing knowledge in increasing business oriented organizational capability and efficiency | Theory Presentation & Activities |
| 9. | <p>Benchmarking Report</p> | <ul style="list-style-type: none"> - To evaluate acquired knowledge and calculate value gained - To record and construct KM activities that will be conducted in participants local organizations - To be able achieve partial certificate accreditation status | Theory Presentation & Activities |
| Within 30 days | <p>KM Project Implementation</p> | <ul style="list-style-type: none"> - To plan any KM project to be implemented in local organization - To manage the KM project - To chart KM project progress - To submit a detailed report on KM project implementation to accreditation board to qualify for Certificate in Applied Knowledge Management | Activities & Report Submission |

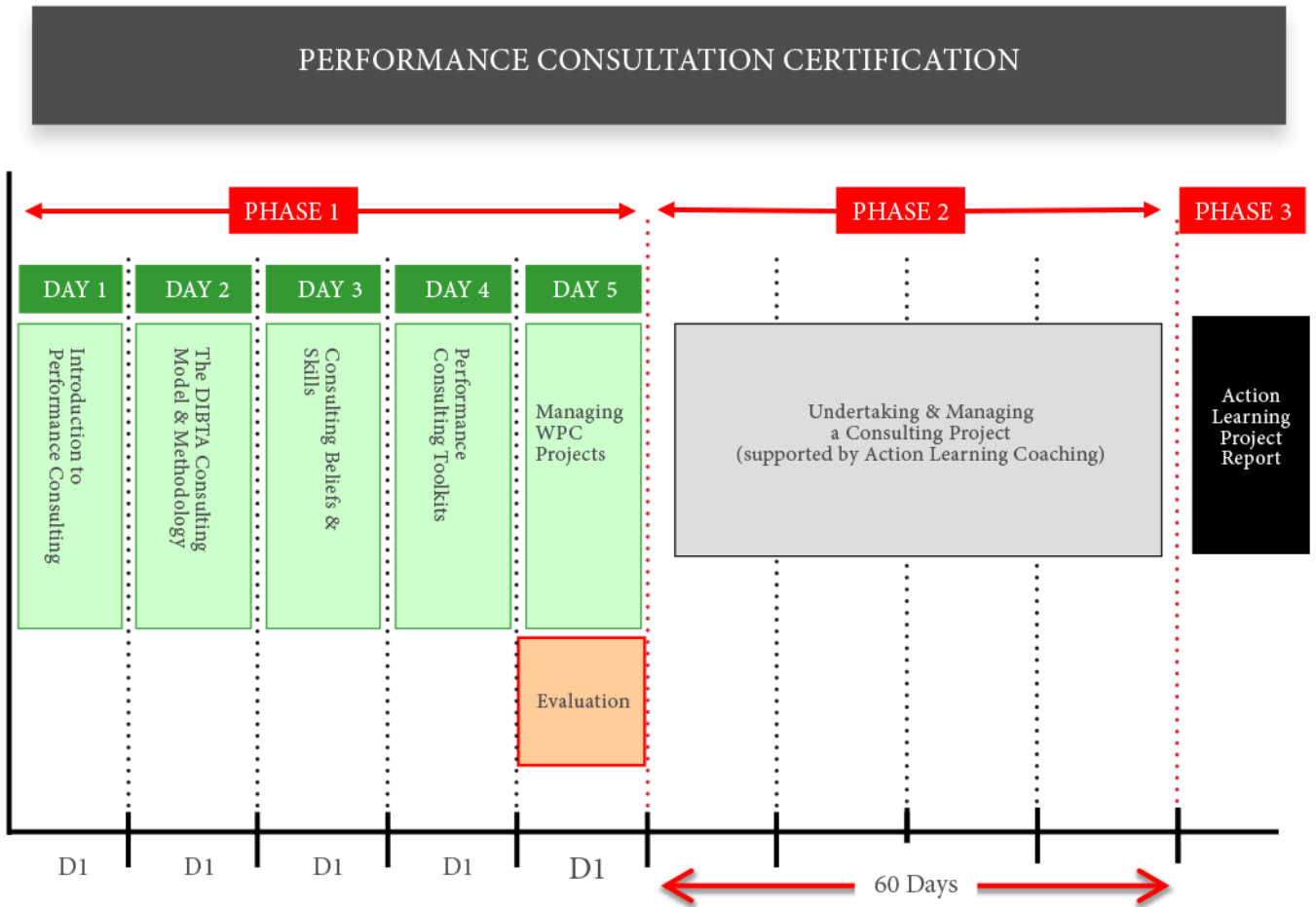
PROGRAM 5

INSTRUCTIONAL SYSTEM DESIGN CERTIFICATION

| DAY | MODULE | MODULE CONTENT OUTLINE | STRUCTURE |
|-----|---|--|----------------------------------|
| 1. | Intro to ISD | <ul style="list-style-type: none"> - State the purpose of “Enterprise Learning” and its related Learning Value Chain (LVC) - Define Instructional Design and its position in the LVC - Intro to OLT - Changing role of T&D - Learning Value Chain - Intro to ISD - Instructional System Designer’s Capability | Theory Presentation & Activities |
| 2. | Principles of Design for Corporate Learning | <ul style="list-style-type: none"> - Describe the effective Adult Executive Learning - List the criteria of a high quality “Learning Solution” - The 10 Principles of Corporate Learning - Define Learning Solutions - Evaluating Learning Solutions - LS Stakeholders | Theory Presentation & Activities |
| 3. | Lean ISD Methodology | <ul style="list-style-type: none"> - Select D&D approach utilizing the “4 Color Code” criteria - Trace the 6 Phases of “Lean Instructional System Design” - The Color of Design - Lean Design Model - Steps, Tools & Techniques - Phase 1 & 2 | Theory Presentation & Activities |
| 4. | Design & Development of Learning Solution | <ul style="list-style-type: none"> - Design and develop a Learning Solution utilizing the “Lean ISD” Methodology - Evaluate a “Pilot” course - Structuring the LS - Design Learning Activities - Developing Learning Materials - Developing Evaluation Instruments | Theory Presentation & Activities |
| 5. | Piloting, Releasing & Maintaining a LS | <ul style="list-style-type: none"> - Write a “Marketing” article to promote a Learning Solution - Release a “Learning Solution” - Maintain, update and manage a “Learning Solution” - Managing Pilots - Developing Marketing Materials - Releasing a LS - Maintenance & version control | Theory Presentation & Activities |

PROGRAM 6

PERFORMANCE CONSULTANT CERTIFICATION



PERFORMANCE CONSULTANT CERTIFICATION

| DAY | MODULE | MODULE CONTENT OUTLINE | STRUCTURE |
|-----|--|---|----------------------------------|
| 1. | Introduction to Performance Consulting | <ul style="list-style-type: none"> - Consultancy – Why & What - Future Trend of Corporate Learning & Performance Consultancy - DIBTA Consulting Model – The process - The Consulting Value Chain - What our Customers & Consumers expect from us - Performance Consultant Capability Assessment | Theory Presentation & Activities |
| 2. | The DIBTA Consulting Model & Methodology | <ul style="list-style-type: none"> - The Consulting Process - Determine Client's Needs & Wants - Establishing Consulting Project Window & Objectives - Analyzing Root Causes - Identifying Solutions - Selecting & Engineering Solutions | Theory Presentation & Activities |
| 3. | Consulting Beliefs and skills | <ul style="list-style-type: none"> - The Consulting Process - Determine Client's Needs & Wants - Establishing Consulting Project Window & Objectives - Analyzing Root Causes - Identifying Solutions - Selecting & Engineering Solutions | Theory Presentation & Activities |
| 4. | Performance consulting Toolkits | <ul style="list-style-type: none"> - Delivering Solutions - Deploying Solutions - Monitoring & Managing Execution - Close Loop & Correcting Execution Issues - Documenting & Reporting WPC - Km of WPC - Managing ALP | Theory Presentation & Activities |
| 5. | Managing Consulting Projects | <ul style="list-style-type: none"> - Delivering Solutions - Deploying Solutions - Monitoring & Managing Execution - Close Loop & Correcting Execution Issues - Documenting & Reporting WPC - Km of WPC - Managing ALP | Theory Presentation & Activities |