



UNIVERSITI TEKNOLOGI MARA

CIT552: INSTRUCTIONAL TRAINING FOR TRAINERS

Course Name (English)	INSTRUCTIONAL TRAINING FOR TRAINERS APPROVED
Course Code	CIT552
MQF Credit	3
Course Description	This seminar based course is designed to help groups become more effective in the current practices as a facilitator, leader, manager, consultant, coach, or trainer. Facilitative skills are increasingly becoming a core competency for leaders, consultants, and others who work with groups.
Transferable Skills	Communication skills Motivation? initiative Interpersonal skills
Teaching Methodologies	Lectures, Discussion, Role Play
CLO	CLO1 Apply problem solving concepts in managing the facilitator and trainer skills in training context CLO2 Differentiate the role between of facilitator and trainer to show professionalism in training context CLO3 Demonstrate the leadership skills of facilitator and trainer in training context
Pre-Requisite Courses	No course recommendations
Topics	
1. Understanding Facilitation 1.1) 1.1 What is Facilitation and Training? 1.2) 1.2 What is a Facilitator and Trainer? 1.3) 1.3 When is Facilitation and Trainer Appropriate?	
2. How Facilitation Helps Groups 2.1) 2.2 The Skilled Facilitator Approach 2.2) 2.3 What Makes Work Groups Effective? 2.3) 2.4 The Facilitator and Other Facilitative Roles	
3. Process vs. Content 3.1) 3.1 About Process 3.2) 3.2 About Content 3.3) 3.3 A Facilitator's Focus	
4. Facilitation and Trainer Skills 4.1) 4.1 Using the Skilled Facilitator Approach with Other Processes 4.2) 4.2 Beginning and Ending Meetings 4.3) 4.3 Dealing with Emotions	
5. Diagnosing Behavior in Group 5.1) 5.1 Understanding the Theories That Guide Our Actions 5.2) 5.2 Ground Rules for Effective Groups 5.3) 5.3 Diagnosing Behaviors That Enhance or Hinder Group Effectiveness	
6. Laying the Groundwork 6.1) 6.1 Choosing a Facilitated Approach 6.2) 6.2 Planning for a Facilitated Meeting 6.3) 6.3 Collecting Data	
7. Intervening in Group 7.1) 7.1 Deciding Whether, How, and Why to Intervene 7.2) 7.2 Using the Ground Rules to Intervene	

8. Dealing with Difficult People 8.1) 8.1 Addressing Disruptions 8.2) 8.2 Common Types of Difficult People 8.3) 8.3 How to Handle Them 8.4) 8.4 Helping the Group Resolve Issues on their Own
9. About Intervention 9.1) 9.1 Why Intervention may be Necessary 9.2) 9.2 When to Intervene Levels of Intervention
10. Addressing Group Dysfunction 10.1) 10.1 Using Ground Rules to Prevent Dysfunction 10.2) 10.2 Restating and Reframing Issues 10.3) 10.3 Getting People Back on Track
11. Agreeing to Work Together 11.1) 11.1 Deciding Whether and How to Work Together? 11.2) 11.2 Working with Another Facilitator
12. Using Facilitative Skills in Your Organisation 12.1) 12.1 Serving as Facilitator in Your Own Organization 12.2) 12.2 The Facilitative Leader
13. Role Play 13.1) Facilitation Skills 1
14. Role Play 14.1) Facilitation Skills 2

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Discussion	Data collection and presentation of case study in differentiating between the facilitator and trainer in training context	30%	CLO2
	Presentation	Presentation for facilitator and trainer skills in training context	50%	CLO3
	Test	One written test related to the concept in the skilled facilitator and trainer	20%	CLO1

Reading List	Recommended Text	<ul style="list-style-type: none"> McArdle, G. E. 2015, <i>Training design and delivery: A guide for every trainer, training manager, and occasional trainer. Association for Talent Development.</i>
	Reference Book Resources	<ul style="list-style-type: none"> Carliner, S. 2015, <i>Training design basics</i>, Association for Talent Development Marsick, V. J., & Watkins, K. 2015, <i>Informal and Incidental Learning in the Workplace (Routledge Revivals)</i>, Routledge Silberman, M. L., & Biech, E. 2015, <i>Active training: A handbook of techniques, designs, case examples and tips.</i>, John Wiley & Sons.
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	