



## **Train-the-Trainer Certificate Program**

May 18-19, 2007 (Friday and Saturday)

### **Program Aim**

This intensive certificate program will be conducted by veteran training professionals. It aims to equip HR and Training professionals as well as Executives with responsibility for people development with knowledge and skills in training and development areas like Training and Trainer's responsibilities, training program design, assessing training needs, training methods and techniques, conducting training sessions, and carrying out training evaluation effectively.

### **One-Year Free Membership**

Institute of Training Professionals (ITP) is a non-profit professional body for HR and Training professionals. Participants will be offered a One-Year Free **Affiliate** Membership of the Institute. For those who have substantial training experience and relevant qualifications, they may be admitted to a higher grade as appropriate. For details of criteria, please visit [www.itp.org.hk](http://www.itp.org.hk)

### **Duration / Time**

May 18-19, 2007 (Friday and Saturday from 9:15 am - 5:15 pm)

Enrolment Deadline: May 4, 2007

**Venue** Central district – TBC

**Program Fee** \$3,000 per person / \* \$2,800 by ITP / HKPMA Member's Referral  
**Early Bird** discount: \$200 each for enrolments made a month before program commencement

### **Medium of Instruction**

The sessions will be conducted in Cantonese with teaching materials primarily in English

### **Program Director and Facilitators**

Dr Denny Chow, PhD, Chartered MCIPD, FITP (Program Director)  
Prof. Alfred Ho, CMC, MCMI, FIIM, FIMC, FITP

**INSTITUTE OF TRAINING PROFESSIONALS 培訓專業學會**

Room 2507 Richmond Commercial Building, 107, Argyle Street, Mongkok, Hong Kong  
Tel: (852) 2393 3377 Fax: 2309 2799 Web Site: [www.itp.org.hk](http://www.itp.org.hk) Email: [info@itp.org.hk](mailto:info@itp.org.hk)

## Program Schedule

Date	Time	Topic
May 18,2007 (Friday)	9:15 am – 12:45 pm	Training and Trainer's Responsibilities Training Program Design
	1:45 pm – 5:15 pm	Training Need Analysis and Training Evaluation
May 19, 2007 (Saturday)	9:15 am – 12:45 pm	Training Methods and Instructional Techniques
	1:45 pm – 5:15 pm	Presentation Skills with Practice Open Forum / Close

## Award of Certificate

Participants will be awarded a **Certificate in Train-the-Trainer** by the Institute of Training Professionals if they have attended the whole program.

## Enquiry

Dr Denny Chow, Program Director at Tel: 6100 0123 or ITP Office at Tel: 2393 3377  
Email: [info@itp.org.hk](mailto:info@itp.org.hk)

To: Institute of Training Professionals

### Enrolment Form (Fax: 2309 2799)

#### Program Certificate in Train-the-Trainer (May 18-19, 2007)

Please find enclosed a crossed cheque payable to **Institute of Training Professionals**, for the fee of  
HK\$\_\_\_\_\_ for \_\_\_ Applicant/s.

<b>For Member's Referral</b>	<input type="checkbox"/> ITP	<input type="checkbox"/> HKPMA	( Please tick as appropriate)
Member's Name		Membership No.	

Name of Applicant	Position	Telephone	Email Address

Company \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: No refund for cancellation, but substitutions may be allowed. The Institute reserves the rights for Program change or cancellation.

### INSTITUTE OF TRAINING PROFESSIONALS 培訓專業學會

Room 2507 Richmond Commercial Building, 107, Argyle Street, Mongkok, Hong Kong  
Tel: (852) 2393 3377 Fax: 2309 2799 Web Site: [www.itp.org.hk](http://www.itp.org.hk) Email: [info@itp.org.hk](mailto:info@itp.org.hk)