



**R I G H T**  
**People . Training. Company**

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### **Training Importance**

If companies are to survive and succeed in the current trend of rapid changes across industries, they need to be more adaptable and pro-active than before. An organization's staying power will greatly depend on an "able" workforce – thus the value of training.

### **Responsibility to Train**

In order for this to happen, the trainer should be able to put together a training design that does not only addresses the learners needs but also considers the most effective way of carrying out the program utilizing the most appropriate methodologies. The trainer should be knowledgeable of adult learning principles and is able to deliver the program effectively using platform and facilitation skills.

## ***Training is a huge responsibility.***

A lot rides on it whenever one is tasked to share know-how with other people. Training is an investment in time money and effort not only of the trainer but the organization and the participants as well. A well planned and executed program should leave the learners with sufficient amount of knowledge, skills and attitude necessary to carry-out whatever is shared during the learning event.

The purpose of this program is to help those who are tasked with the big responsibility of training to acquire the basic skills necessary to prepare for and facilitate a training event.

### **General Objectives:**

At the end of the workshop, the participants are expected to enumerate and describe steps in the process of preparing and conducting training

### **Specific Objectives:**

At the end of the training, the participants are expected to be able to:

- Explain the importance of training
- Describe the role of the trainer; enumerate and discuss the qualities of an effective trainer.
- Identify the key principles of Adult learning, approaches and styles.
- Identify the components of a training design; list down some techniques and methodologies suitable for training.
- Determine logistical requirements in organizing and conducting a training course
- Present a training design.
- Prepare a lesson plan.
- Enumerate tactics in effective presentation
- Practice Key Principles in managing interactions with learners
- Enumerate steps in the facilitating learning process
- Identify ways to evaluate training effectiveness

### **Methodologies**

To ensure learning this seminar-workshop will utilize the following:

- Lecture- discussion
- Group activities and workshops
- Group and individual presentations
- Structured learning experience
- Learning games and exercises



# Trainer's Profile



**Edwin C. Ebreo** is currently the President of ExeQserve, An HR Solutions Company. He used to serve as Human Resource Director for Athena e-Services a Business Process Outsourcing company located in East Wood City, in Quezon City. He once served as Human Resource Manager for three sister companies, Ingenium Technology Inc., PETNET Inc., and A.V. Ocampo Group, where he was responsible for the development and implementation of company-wide HR and OD plans. Ed's experience in managing the human resources department of companies that engage in I.T. Business Process Outsourcing, Retail, Financial Services and Insurance gave him an in-depth experience in dealing with various types of organizational situations.

Edwin took up A.B. Mass Communication at New Era University; He has been conducting various Training and workshops for the last 14 Years. Edwin has designed and facilitated in-company and public seminars on such topics as but not limited to:

Trainers Training,  
Coaching,  
Customer Service,  
Creative Selling Techniques,  
Effective Communication  
Leadership  
Performance Management  
Basic Supervisory Course  
Selling Skills

Meeting Management  
Teambuilding  
Work Values Orientation  
Visioning Exercise  
Creativity  
Time Management  
Problem Solving and Decision Making  
Change Management

He is also an active member of The Toastmasters Club International, an organization whose goal is to help people develop better listening, thinking and speaking.

He also wrote a number of articles as a career advisor for MyTrabaho.Com, a web-based recruitment and career service company.

Edwin's exposure in leading teams for 14 years and his expansive use of experiential learning and group dynamics as a learning methodology for most of the courses he conducts helps him in developing suitable courses for teams and team leaders at various levels. He has served as trainer and resource person for the following organizations:

Philippine Seven Corp (7-Eleven)  
PETNET, Western Union  
First Asia Mobile Inc  
ITSS  
JADEL Tech Inc.  
Optimum Source, Inc.  
BHF Prime Group, Inc.  
Legenda Hotels  
Zenith Optimedia  
Ayala Properties Management Corporation  
Ayala Green Fields  
Red Ribbon (Cebu)  
WOW Magic Sing  
San Agustin Realty, Inc.  
Trend Micro  
DATAHOLD Philippines  
SPI Technologies  
Ingenium Technology Inc  
@ASP, Inc.  
Progressive Software Inc  
Phil Data Bus. Solutions Inc.  
Webworks OS  
ISS, Inc.  
ECOMMSITE Solutions  
CASE DATA Philippines  
CheQ Systems  
Global wireless Connections  
Office of the Vice Mayor, Valenzuela  
University of the East Caloocan  
Polytechnic University of the Phil  
UNICEF

# TRAINER'S TRAINING COURSE

This program was designed for anyone who wants to learn the basics and the magic of imparting knowledge to be able to achieve organizational success!

Process Objectives	Activities
<b>Day 1</b>	
	<b>INTRODUCTION</b> <ul style="list-style-type: none"> <li>▀ Introduction of Participants</li> <li>▀ Setting/Leveling of expectation</li> <li>▀ Course Overview</li> <li>▀ House Rules</li> </ul>
<ul style="list-style-type: none"> <li>▀ Explain the importance of training</li> <li>▀ Describe the role of the trainer; enumerate and discuss the qualities of an effective trainer.</li> <li>▀ Shift to a Trainer's Mindset</li> </ul>	<b>Module 1: OVERVIEW OF TRAINING</b> <ul style="list-style-type: none"> <li>▀ Training Definition and objectives</li> <li>▀ Training Process/ Cycle</li> <li>▀ Role of a Trainer</li> <li>▀ Qualities of an Effective Trainer</li> <li>▀ Identifying Training Needs</li> </ul>
<ul style="list-style-type: none"> <li>▀ Identify the key principles of Adult learning, approaches and styles</li> </ul>	<b>Module 2: LEARNING PRINCIPLES</b> <ul style="list-style-type: none"> <li>▀ Facts and Principles of learning</li> <li>▀ Adult Learning Process</li> <li>▀ Learning Approaches/Styles</li> </ul>
<ul style="list-style-type: none"> <li>▀ Identify the components of a training design; list down some techniques and methodologies suitable for training.</li> <li>▀ Determine logistical requirements in organizing and conducting a training course</li> </ul>	<b>Module 3: TRAINING DESIGN</b> <ul style="list-style-type: none"> <li>▀ Importance of designing a Training</li> <li>▀ Steps in designing training</li> <li>▀ Components of Training Design</li> <li>▀ Formulating objectives</li> <li>▀ Various training methodologies</li> </ul>
<b>Day 2</b>	
<ul style="list-style-type: none"> <li>▀ Prepare a lesson plan.</li> </ul>	<b>Module 4: LESSON PLAN</b> <ul style="list-style-type: none"> <li>▀ Importance of a Lesson Plan</li> <li>▀ Elements of good Lesson Plan</li> <li>▀ Preparation of a sample lesson plan</li> </ul>
<ul style="list-style-type: none"> <li>▀ Enumerate tactics in effective presentation</li> </ul>	<b>Module 5: Presentation Rules</b> <ul style="list-style-type: none"> <li>▀ Presentation design elements</li> <li>▀ Presentation styles</li> <li>▀ Platform skills</li> <li>▀ Use of visual aids</li> <li>▀ Conducting a Training Presentation</li> </ul>
<b>Day 3</b>	
Enumerate steps in the facilitating learning process	<b>Module 6: Techniques in Facilitating Learning</b> <ul style="list-style-type: none"> <li>▀ The Facilitating Process</li> <li>▀ Dos and Don'ts</li> </ul>
▀	<b>Module 7: Evaluating Training Effectiveness</b> <ul style="list-style-type: none"> <li>▀ Reaction Level</li> <li>▀ Learning Level</li> <li>▀ Behavior Level</li> <li>▀ Operational Impact</li> </ul>
Apply the learning from the workshop	Skill practice Course Summary Closing



## ENROLLMENT FORM

### Trainer's Training Course

February 11, 12 and 18, 2010

Venue: To be Announced

### FEES

- |  |                  |
|--|------------------|
| <input type="checkbox"/> Regular Enrollment                  | Php 10,640 / pax |
| <input type="checkbox"/> Early Bird (until January 30, 2009) | Php 9,520 / pax  |
|  | *VAT inclusive   |

### FEES INCLUSION:

- Certificate of Completion
- Basic Training Toolkit
- Meals

### PAYMENT DETAILS:

Full payment of the enrollment fees on Day 1. Please make checks payable to **ExeQserve, Corporation**

### PARTICIPANT DETAILS:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Complete Participant Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax. No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Please email this Enrollment Form to [ecebreo@exeqserve.com](mailto:ecebreo@exeqserve.com)

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