

# Training Skills

## for Managers and Team Leaders

**2-Day Workshop by  
Mr Kelvin Ong, MSc**

### Objective

*"Give a man a fish, and you feed him for a day.  
Teach him to fish, and you feed him a lifetime."*

A new-world manager's role goes beyond supervision and management of subordinates. As we move into a 'learning environment', a manager plays an increasing role in teaching and sharing his knowledge and skills to co-workers. Training skills thus become an important asset. The understanding of adult learning and personality traits becomes an important tool in developing your staff and maximizing their potentials. Application of different training methodologies for different staff and different types of learning activities help to enhance learning. Ultimately, a manager skilled in training and developing his staff maintains a more productive workforce.

This workshop aims to impart to managers and supervisors skills in managing a workforce on a situational basis and maintain a cordial boss-subordinate relationship.

### Workshop Methodology

A highly interactive programme that includes lectures, self-analysis, case studies, group exercises, role play and feedback..

### Workshop Content

#### Adult Learning Principles

- Understanding andragogy
- Different approaches to training

#### The Manager as a Trainer

- Understanding the role of a trainer
- A manager wears many hats

#### Training Needs Analysis

- When is training needed?
- Types of training

#### Planning a Training Session

- 5-steps of the Training Cycle
- Training as a problem-solving tool

#### Conducting an Impactful training session

- Making training fun
- Games trainers play

#### Maximising Transfer of Learning

- Application of learning points at the workplace
- Post-course follow-up on training programme

### For Whom

Managers and supervisors who are involved in occasional training of their staff and subordinates.

### Workshop Leader

Kelvin Ong, MSc, DTM has 18 years experience in training and personal development. He is the First District Governor of the Pan-Southeast Asia Toastmasters District. He is also the only member in Asia to be named to the President's Circle, Toastmasters International Hall of Fame.

Kelvin holds a Master of Science degree in Training with the University of Leicester, UK and a Diploma in Training and Development Management with the Institute of Training Development (ITD), UK. He is a certified workshop facilitator of Personal Dynamics Institute (USA). He was also a certified facilitator for 7 Habits of Highly Effective People when he was the Training Manager of the National University Hospital, prior to setting up his own training consultancy firm. A freelance trainer with NUS, SIM and several other institutions, Kelvin is also a founder member of MENSA Singapore. He is the co-author of the book "From Dream to Reality".



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Also available: *The Magic of Attitudes, Making Training Fun, The Competent Trainer and Service Excellence*

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