

Evaluating Training Effectiveness and Impact

25 - 26 July 2018

Premiera Hotel, Kuala Lumpur ◀

Overview the **KIRKPATRICK'S FOUR-LEVEL TRAINING EVALUATION MODEL**

PARTICIPANTS (TARGET GROUP)

Administrators, officers, specialists, team leaders, and managers who are responsible in identifying training needs or evaluating training within their organizations

LEARNING OUTCOME

After attending this programme, the participants should be able to:

- Explain the concept and importance of training evaluation;
- Identify the levels and methods of conducting training evaluation;
- Evaluate assessment instruments for each phase of training evaluation;
- Describe the steps in training evaluation;
- Analyze and prepare training evaluation report.

CONTENTS

CONCEPT AND IMPORTANCE OF TRAINING EVALUATION

- What is training evaluation?
- Difference between Evaluation, Assessment and Audit.
- The rationale and importance of conducting training evaluation.

LEVELS AND EVALUATION METHODS

- Four levels of evaluating training (Kirk Patrick Model).
- Evaluating training methods.

GUIDE IN EVALUATING TRAINING INSTRUMENTS

- Introduction in evaluating instruments.
- Questionnaire design guidelines.
- Drafting knowledge test questionnaire.
- Drafting practical test questionnaire.

EVALUATION AND ANALYSIS OF TRAINING

- Mistakes in evaluating training.
- Guidelines in implementing observation method.
- Guidelines in implementing questionnaire method.
- Guidelines in implementing interview method.
- Guidelines in implementing written test method.
- Guidelines in implementing practical test method.
- Guidelines in implementing document review method.

PREPARING TRAINING EVALUATION REPORT

- Training evaluation analysis findings.
- Guidelines in preparing training evaluation report.

FACILITATOR



SHAMSUL BAHRI MOHD YUSOF

is the Head of Corporate Training Department at Irshad HR Consulting. As a trainer, he specialises in the areas of Training Management, TNA, Module Design and Train The Trainers. He also conducts Team Building, Work Culture and Support Staff Development Programmes. He holds a Bachelor degree in Business Administration from Universiti Utara Malaysia. Shamsul Bahri is also a Certified Trainer and Training Needs Analysis (TNA) Consultant by Pembangunan Sumber Manusia Berhad (PSMB). He has conducted training programmes for various organisations in Malaysia and Brunei Darussalam.

FEE

- Normal fee: RM 1350 per pax
Group registration:
- 2 - 4 Pax: RM 1250 per pax
 - 5 - 9 Pax: RM 1150 per pax



Organised by

IRSHAD HR Consulting Sdn Bhd
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BORANG PENYERTAAN KURSUS

COURSE REGISTRATION FORM



Faks/ Fax: 03-7954 9802

E-mel/ Email: ppd@irshad.com.my

Tajuk Kursus / <i>Course Title</i> : Evaluating Training Effectiveness and Impact	Tarikh/ <i>Date</i> : 25 - 26 July 2018	Tempat/ <i>Venue</i> : Premiera Hotel, KL
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Sila daftarkan penama berikut menyertai kursus di atas / *Please register the followings for the above stated course(s)*:

No.	Nama/ <i>Name</i>	Jawatan/ <i>Designation</i>	E-mel/ <i>Email</i>	No.Handphone

* Note that mobile number is important for us to reach you in case of any unforeseen changes.

Organisasi/*Organisation*:

Pegawai bertanggungjawab/*Officer in charge*:

Jawatan/*Designation*:

Jabatan/*Department*:

Alamat/*Address*:

Telefon/*Telephone* :

Faks/*Fax* :

E-mel/ *Email* :

Bersama ini saya sertakan Cek/ M.O/ P.O bernilai RM _____ atas nama IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Cawangan Petaling Jaya, Nombor Akaun: 62104-0-01-001507-1)

Herewith I enclosed Cheque/ M.O/ P.O worth RM _____ payable to IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Petaling Jaya Branch Account Number: 62104-0-01-001507-1)

OR

SBL SBL KHAS

* Geran latihan SBL / SBL Khas mestilah dimohon sekurang-kurangnya 1 hari sebelum program. Permohonan boleh dilakukan melalui portal HRDF www.hrdf.com.my

** SBL / SBL Khas training grant must be applied at least 1 day before the programme. Application can be done through HRDF portal www.hrdf.com.my*

TERMA DAN SYARAT

- Pembayaran yuran kursus hendaklah dibuat dalam Ringgit Malaysia (RM).
- Surat pengesahan pendaftaran akan dikeluarkan selepas pembayaran diterima.
- Untuk kakitangan dan pegawai kerajaan; pesanan kerajaan atau surat pengesahan hendaklah diserahkan sebelum kursus bermula.
- Tempahan hotel hendaklah dibuat terus ke pihak hotel pilihan peserta.
- Pihak penganjur berhak meminda program, fasilitator, tarikh dan tempat kursus jika terdapat perkara-perkara yang tidak dapat dielakkan.

Tandatangan/*Signature*:

*Sila fotokopi jika borang tidak mencukupi / *Please make copy if the form insufficient*

TERMS AND CONDITIONS

- Course(s) fee(s) should be made payable in Ringgit Malaysia (RM).
- Confirmation of registration will be issued once payment received.
- For government official(s), a local order or letter of approval must be presented before the course (s) started.
- Hotel arrangements and reservations should be made directly to the preferred hotel.
- The organizer reserve the right to amend the programme, facilitator, dates and venue of the course(s) due to unforeseen circumstances

Cop Rasmi/*Official Stamp*:

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Selangor Darul Ehsan

Untuk keterangan lanjut dan pendaftaran:

BAHAGIAN KURSUS UMUM

For further information and registration:

PUBLIC PROGRAMME DEPARTMENT

(Meiza/Jaslizan/Raihana)

Tel : 603 7956 0010

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