



TRAIN THE TRAINER

In Collaboration with
The Malaysian Insurance Institute (MII)

Course Duration : 4 Days Session

Training Mode : Physical

Target Audience : Unit Incharge, Department Head, Agency Manager,
Human Resource Department, Training and Development Department

Date: July 17-20, 2024

Time: 9:00 AM - 5:00 PM

Venue: The Malla Hotel, Lainchaur, Kathmandu, Nepal

WHO WE ARE



Insurance Institute of Nepal

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The **Insurance Institute of Nepal (IIN)** is an insurance education and training institution, promoted by the Nepal Insurance Authority - Insurance Regulator of Nepal, Insurers, and Reinsurers. IIN aims to enhance the expertise of insurance professionals, financial institution stakeholders, and the general public through a wide range of general, intensive, and comprehensive training programs. IIN excels in developing and delivering innovative training and certification programs, ensuring participants stay at the forefront of the insurance industry. IIN host esteemed international insurance summits, connecting global experts to share insights and advancements.



**Malaysian
Insurance
Institute**

The **Malaysian Insurance Institute (MII)** is a non-profit educational and training institution that provides internationally recognised qualifications in insurance, risk management and financial planning. Established in 1965, MII is the premier insurance education and training provider in Malaysia. MII also caters to the customised training needs of individual companies locally and internationally.

Introduction

In today's rapidly evolving industries, continuous learning and professional development are essential. To address the growing need for knowledge and skill transfer within the organization, IIN is partnering with MII to offer a Comprehensive International Train the Trainer (TTT) Program. This *pioneering initiative* will feature *seasoned international trainers* in Nepal, aiming to enhance the knowledge-sharing capabilities of professionals.

The TTT program will ensure the dissemination of best practices and industry knowledge through high-quality training methodologies across organizations. By participating, professionals will foster a culture of continuous improvement and excellence within their respective organizations.

Objective

- To enhance the knowledge sharing and transfer skills of professionals.
- Promote peer-to-peer learning.
- Equip the organization to create internal training programs.
- To upskill the organization staff through effective knowledge transfer.
- To provide industry- specific knowledge and updates.
- To promote best practices and innovative training techniques.

Learning Outcomes

- Develop Effective Learning Culture in the Organization.
- Conduct the need analysis on skill gap towards the Organizational Objective.
- Apply Adult Learning Principles(ALP) and Adopt Learning Approaches(ALA).
- Enhance Training Skills and Knowledge.
- Improve Training Programs, and Quality Training Consistency.
- Joint Certification from IIN and MII.

Why IIN

- Pioneer Initiative in Nepal
- International Certified Trainers
- Globally Tested and Proven Program
- Syllabus Customized for Nepal



Master Resource Person



BALAMURUGAN
NALLAPAN

Mr. Balamurugan is an Marketing Manager at CyberSecurity, Malaysia and previously co-founding Moby Fintech Sdn Bhd. With 15 years of experience, he has been actively involved in facilitating training programs for both internal teams and external clients. His expertise spans across multiple domains including cybersecurity, fintech, ecommerce, and gamification. He is highly specialized in equipping team leaders with the Learning and Developments (L&D) skills, particularly focusing on Adult Learning Principles (ALP), and Needs Assessment Design.



Resource Person



Ravindran
Varadaraju

Mr. Ravindran is an experienced trainer specializing in retail sales operations and management training, with a focus on the Petron Retail environment. He excels in soft skills enhancement, retail business operations, and management development, aiming to empower retail sales teams, dealers, and managers.



Kalaiyarasi
Kannimuthu

M/S Kalaiyarasi trains entrepreneurs and professionals in business relationship-building and presentation skills. She uses experiential learning, coaching, and simulation games for immediate practical application.



Danny
Sankunny

Mr. Danny is a corporate trailblazer, business consultant, and digital marketing expert whose multifaceted expertise drives innovation and growth in the ever-evolving corporate landscape. His expertise in customer service and cultivating leadership skills to professionals.



Course Contents

TRAIN THE TRAINER PROGRAMME - LEVEL 1

DAY 1: INTRODUCTION & DESIGN

- Adult Learning Fundamentals & Principles
- Competent Trainer's Characteristics and Ethics Guide
- Conducting Training Needs Analysis
- Principles of Design of Competency Based Training

DAY 2: DEVELOPMENT

- Training Methods
- Developing Training Materials & Design Review
- Training Content Development
- Leveraging Resources & Tools in Development

DAY 3: DELIVERY & ASSESSMENT

- Training Stages: Preparation, Presentation, Application, & Confirmation
- Training Session Planning
- Presentation & Facilitation Skills
- Tips, Techniques & Learning Support
- Training Evaluation/Assessment Guide: Approaches, Principles, Types and Rules of Evidence, Instruments, & Report.



DAY 4: SIMULATION BASED ASSESSMENT, MOCK TRAINING, & IMPROVEMENT

- Compelling Training Videos + Tool Application & Activity
- Groups Tasks (Any One)
 - Simulation 1: Design a Training Proposal + 1 Tool Application
 - Simulation 2: Develop Training Content + 1 Tool Application
 - Simulation 3: Deliver a Training Module + 1 Application Activity
 - Simulation 4: Build a Training Evaluation Form + 1 Tool Application.
- Q&A
- Personal Plan of Action for Improvement

Tutoring Model:

- Group Work
- Interactive Discussions
- Lectures and Presentations
- Physical Activities
- Simulation Exercises





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Click to know more about us



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