



Technical

Train The Trainer

OVERVIEW

This programme covers the entire end-to-end training cycle, including planning and preparing for a training event, managing the learning environment, and engaging participants in the classroom, and how a trainer can support post-training application activities. This programme will also cover training techniques, classroom environment and creating learning materials.

OBJECTIVES

- Describe the purpose of training and development
- Plan and prepare for effective training sessions
- Deliver content using a variety of training techniques
- Plan application of learning

LEARNING OUTCOMES

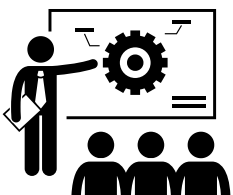
- A strong grasp of training fundamentals: You will learn how to approach the entire training cycle systematically, from identifying training needs to evaluating outcomes.
- Confidence as a facilitator: The programme focuses heavily on delivery skills, such as effective communication, body language, and voice projection, to help you feel at ease leading a group.
- Mastery of adult learning principles: You will understand the psychology of how adults learn differently from children and how to adapt your training to different learning styles.

- Skills in instructional design: You will gain the ability to structure and develop training content, create engaging visual aids, and write effective learning objectives using frameworks like Bloom's taxonomy.
- Techniques for managing group dynamics: The course prepares you to handle difficult or disruptive participants and keep the training session on track.
- Effective evaluation methods: You will learn how to evaluate your own training sessions and measure their effectiveness against the objectives you set, often using models like Kirkpatrick's Levels of Evaluation.

WHO SHOULD ATTEND?

- Aspiring and new
- Subject-matter experts (SMEs)
- Managers, supervisors, and team leaders
- Other professionals and company employees

METHODOLOGY



Face-to-face.

PROGRAMME DETAILS

DATE	TIME
Day 1, 2, & 3	8:30 am - 12:00 pm 1:30 pm - 5:00 pm

***Subject to change
Please refer to www.bilif.com.bn for the latest updates***

PROGRAMME OUTLINE

Module 1: Purpose of Training & Development

- Making Instruction Work
- Six Rules for Effective Learning
- The ADDIE Model, TNA, Design & Development, Implementation, Evaluation
- Adult Learning & Learning Styles

Module 2: Planning & Preparation

- Writing Training Objectives to deliver clear learning outcomes
- Preparing Session Plans to ensure a logical sequence and flow
- Preparing Visual Aids that helps to provide effective learning

Module 3: Presenting & Facilitating

- Training Methods - Different Approaches
- Platform Skills - Non-Verbals
- Managing Disruptive participants

Module 4: Skills Practice – Learner-Centered Sessions

- Individual practice sessions
- Real time feedback from facilitator and peers



PROGRAMME LEADER

KAREN ONG

Passionate about people development, Karen is an exceptional learning facilitator. She delights her participants through her highly personable and interactive style of delivery. She leverages on her 20 years of experience in facilitating workshops and an innate ability to relate to people from different cultures and levels to deliver an authentic learning experience – high content and high engagement.

Karen's specialist area is the Training of Trainers programme suite such as the Advanced Training Professional and High Impact Train-the-Trainer workshops which she leads in Malaysia, Indonesia, India, Japan, Brunei and the Middle East.

She has facilitated many Train-The-Trainer and management development workshops across the aviation, broadcasting, hospitality, health care, oil & gas, education, manufacturing, retail, and security sectors. Her passion for people development has taken her to facilitate workshops in 13 countries to date.

Karen has also spoken at a number of international HR conferences in India, Indonesia, Brunei, USA and Malaysia. Her sessions are peppered with real-life experiences and anecdotes which create rapport with the audience.

To apply for the programme, please email your completed form to askSEED@bilif.com.bn 30 days before your preferred dates.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$1,600.00	<input type="checkbox"/> \$1,800.00

Please tick your preferred dates: 21-23 September 2026 16-18 November 2026

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

APPROVING OFFICER

Name:	<input type="text"/>	Email:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>

Please email the invoice to:

Signature and Company's Stamp

Terms and conditions:

Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

ABOUT BILIF

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership.

Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards, especially in the areas of Islamic finance.

All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Since its inception, BILIF has conducted 809 programmes and 83 events for more than 16,900 participants, including a suite of Virtual Instructor-Led Training (VILT) programmes and online events (as of December 2023).

BILIF has forged strategic partnerships with local and international organisations over the past 10 years which have allowed us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators, particularly in the areas of Islamic finance and leadership. Amongst these strategic partners include The London Institute of Banking & Finance (LIBF), United Kingdom; the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) and Bahrain Institute of Banking and Finance (BIBF), Bahrain; Islamic Development Bank Institute (IsDBI), Kingdom of Saudi Arabia, Singapore Management University (SMU), Singapore and INCEIF University, Malaysia. Locally, BILIF has also partnered with two of the top higher education institutions in Brunei Darussalam; Universiti Brunei Darussalam (UBD) and Universiti Sultan Sharif Ali (UNISSA) in our joint efforts to impart invaluable knowledge and skills for students and professionals in not only finance but also other private and government sectors.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and the Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and AAOIFI. BILIF has also recently been accepted as a Pearson Vue Authorised Test Centre which can house more than hundreds of examinations such as Certificate in Climate Risk, Certified Internal Auditor® (CIA®) and Certified Associate in Project Management (CAPM), amongst others.

BILIF has received multiple accolades including the "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022; "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards® and "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony. BILIF was also awarded its third "GIFA Excellence Award (Islamic Finance Training & Education) 2022, which has been previously received in 2019 and 2021.



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Events

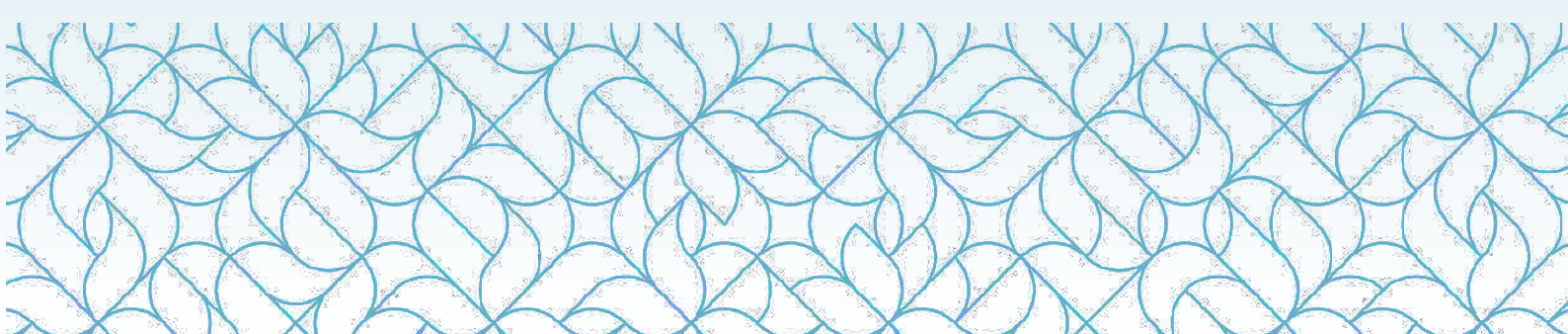
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Programmes
and Examinations

18,900+

Participants

INTERNATIONAL AWARD WINNING INSTITUTE





Discover our upcoming programmes and events:

bilif.com.bn

Contact our Client Solutions Department for any enquiries:

askSEED@bilif.com.bn

Alternatively, you can also WhatsApp us at
+673 8271 140 to learn more about our offerings.