Digital Trainer Certification Programme (Level 1 & Level 2)

FUTURESKILLS CONNECTION TECHNOLOGY 裝備未來

Course Fee: HK$1,600 & HK$2,200

* 75% subsidised in cost by MGS of the HKSAR Government

MGS Matching Grant Scheme for Skills Upgrading 技能提升等額補助金計劃

HR, learning & development (L&D) professionals and trainers are often confronted with the challenges in balancing employee engagement while minimising physical contact to effectively deliver a programme under the pandemic. This accelerates the trend of migration from face-to-face centric model to the adoption of blended learning, micro-learning and e-learning approaches.

This programme aims to equip trainers and professionals with the knowledge, skills and tools to present professionally online.

Programme code	10011661-02, 03 & 04
Date and time	Level 1: 2 June 2022 (Thursday) 09:00am – 01:00pm Level 2: 3 June 2022 (Friday) – Class 1 10 June 2022 (Friday) – Class 2 09:00am – 01:00pm
Venue	Online Broadcast hkpc live
Medium	Cantonese supplement with English
Course fee	HK$1,600 (Level 1) HK$2,200 (Level 2)
Target Participants	HR, L&D professionals, trainers and consultants

Key Takeaway

- Be confident to conduct seamless and secure virtual people development programmes

- Acquire soft skills and hard skills to design and implement effective and engaging virtual and blended learning solutions

- Understand the pros and cons of different programme formats: Face-to-face, virtual & hybrid programmes

- Deliver effective training sessions via webinar or through video tutorials

- Select and use visual aids to support training sessions

This course is an approved Matching Grant Scheme for Skills Upgrading programme, which subsidised 75% of programme cost.

Course Outline

Date	Topics	Location / Services
2 June 22 09:00am – 01:00pm	**Level 1** Understand the disruptive opportunities and technologies to offer next generation virtual L&D solutions • Link the systematic approach to training to the trainer's role • Latest software and hardware solutions • Setup preparation • Select and use visual aids to support training sessions • Platforms for different scale of programmes • Identify solutions to difficult situations which may occur during training session	1) ZOOM 2) HKPC Building classroom is available for group discussion 3) Individual HKPC consultation session by appointment
3 June 22 10 June 22 09:00am – 01:00pm	**Level 2** Design and Operate Virtual programmes • Redesign face-to-face programmes • Production of effective learning video • Latest software solutions • Introduction of engaging feature/ online tools • Select, sequence and structure training content to achieve training objectives for trainee groups • Deliver effective training sessions via webinar or through video tutorials • Select and use visual aids to support training sessions	

Award of Certificate

A certificate of completion will be issued by the Hong Kong Productivity Council to participants who have attended the training.

Enrolment Method

1. Scan the QR code or <u>click HERE</u> to complete the enrolment and payment online. OR

2. Mail the crossed cheque with payee name "Hong Kong Productivity Council" (in HK dollar) and the application form should be mailed to HKPC Academy, Hong Kong Productivity Council, 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (attention to Ms CHANG). Please indicate the course name and course code on the back of the cheque and envelope.

[Enrolment form can be downloaded at https://www.hkpcacademy.org/en/enrollment]

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