



TRAIN THE TRAINER PROGRAMME

Design and Develop OJT Programme

About This Course

This module is designed for current and/or aspiring industry trainers and/or in-house trainers. You will be equipped with the knowledge and skills to design and develop On-the-Job Training (OJT) programme for a specific trainee or groups of trainees within an organisation, and reflect on own practice to evaluate effectiveness of the programme.

Who Should Attend

Trainers, supervisors, and anyone whose job scope involves training.

Admission Guidelines

Course participants should be:

- Be able to communicate with others effectively in English
- Be able to listen, speak, read and write English proficiently in a clear and confident manner
- Be keen to facilitate learning and assess adult learners through the design, reflection and continuous improvement of learning activities in an array of learning settings such as classroom, workplace and blended learning contexts.
- Possess appropriate level subject matter specialisation and industry experience, relevant for the design, facilitation and assessment of learning
- Possess basic information and communication technology (ICT) skills, eg skilled in Microsoft Word, Microsoft PowerPoint, etc
- Be able to source and analyse relevant materials from the workplace, library, internet or online databases for design and development of learning resources

What You'll Learn

- Determine OJT tasks and training requirements
 - Determine work function and tasks
 - Determine subtasks and task elements
 - Determine key points and task standard
 - Determine skills and knowledge
 - Develop training guidelines
- Determine target learners and training needs
 - Determine learners' profile
 - Determine performance gaps and training needs
- Plan resources for OJT Programme
 - Determine facilities and equipment
 - Determine OJT resources

Assessment

- Assessment via in-course assignments (***Participants are required to submit all assignments on the last day of course.***)

Participants are to bring along a laptop for the preparation of course assignments. Training materials are provided in softcopy only.

INSTITUTE OF TECHNICAL EDUCATION

2 Ang Mo Kio Drive, Singapore 567720

Tel: 1800-2222 111 | Fax: 6590 2418 | Email: sts2@ite.edu.sg

Website: <https://www.ite.edu.sg/adult-learners/train-the-trainer>

Information is correct as of 5 Sep 2025



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Certification (e-Certificate)

Participants will be awarded with the module certificate based on the completion of the module and attaining a pass in all assessment components.

Course Details

Mode of Training:	Classroom or E-learning
Duration:	14 hours (2 days), 9.00 am to 5.30 pm [Classroom/Synchronous e-learning]
	14 hours (3 weeks) [Asynchronous e-learning]

Course Fee

Please refer to our [website](#) for details.

Fundings - Funding Validity Period: Till 31 Aug 2026

Till 31 Mar 2026 (for asynchronous e-learning)

Singapore Citizens (SCs), Singapore Permanent Residents (SPRs) and Long Term Visit Pass Plus (LTVP+) holders are eligible for a funding support of 50% of course fees.

SCs, SPRs and LTVP+ holders who are sponsored by SMEs, or SCs who are eligible for Mid-career Enhanced Subsidy (MCES) enjoy higher funding support at 70% of course fees.

Course Application – For company sponsorship, please approach your training or HR coordinator to submit the application using Corppass.

Training Mode	SkillsFuture Course Code	Course Application Link	
Classroom	TGS-2020501271	https://go.gov.sg/iteddop	
Synchronous e-learning	TGS-2020504444	https://go.gov.sg/ddope	
Asynchronous e-learning	TGS-2022011701	https://go.gov.sg/iteddopa	

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