

Contents Summary

Folder/Documents	Purpose	Procedure
1.0 Pre Training Materials 1.1 Training Needs Analysis 1.2 Training Agenda	<ul style="list-style-type: none"> • Used to assess and identify training skills gap • Used to outline and plan the training session 	<ul style="list-style-type: none"> • For Trainees and direct Managers to complete • To be developed prior to training and attached to Student's Guide
2.0 Training Materials 2.1 Leadership Principles Trainer's Guide 2.2 Leadership Principles Student's Guide 2.3 Leadership Principles PowerPoint Slides 2.4 Action Plan 2.5 Evaluation Form	<ul style="list-style-type: none"> • Used as an instruction guide for Trainers • Used as a workbook for Trainees • Used to assist Trainers with their presentation • Used for Trainees to identify actions to be implemented in the workplace • Used to evaluate the performance of the training course 	<ul style="list-style-type: none"> • Trainer to use throughout the training course • Trainees to use throughout the training course • Trainer to use throughout the training course • To be attached with Student's Guide for Trainees to complete • To be completed by Trainees after completion of the training course

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<p>3.0 Post Training Materials</p> <p>3.1 Training Certificate</p> <p>3.2 Assessment Quiz</p> <p>3.3 Post Training Follow Up Template</p>	<ul style="list-style-type: none"> • Used to recognise Trainees who have completed the course • Used to assess a Trainee's competence and used as a refresher • Used to conduct follow ups and measure training against performance 	<ul style="list-style-type: none"> • To be completed and handed to Trainees after completion of the training course • To be conducted 2 weeks after completion of the training course • To be conducted 4-6 weeks after completion of the training course
<p>CL Bonus Materials</p> <p>Mini E-Books, Audios and Additional Tips</p>	<ul style="list-style-type: none"> • Provide clients with additional leadership materials 	<ul style="list-style-type: none"> • To enhance the training course or be used as gifts to Trainees