

IN SUPPORT OF



## DERIVATIVES PROGRAMME FOR PROFESSIONALS

This initiative is supported by **Capital Market Development Fund (CMDf)**

# DESIGN AND DELIVER AN EFFECTIVE DERIVATIVES TRAINING: TRAIN-THE-TRAINER PROGRAMME

**PART 1:**  
ONLINE LEARNING - 14 JUNE 2021

**PART 2:**  
ONLINE LEARNING - 15 JUNE 2021

**PART 3:**  
ONLINE LEARNING & LIVE WEBINAR (8.30PM-9.30PM) - 21 JUNE 2021

**PART 4:**  
LIVE E-WORKSHOP (8.00PM-10.15PM) - 23 JUNE 2021

10 CPE points upon completion of all Parts



**LIVE**

For more details, visit [www.sidc.com.my](http://www.sidc.com.my)

## WHAT IS THE PROGRAMME ALL ABOUT?

Imparting knowledge during a training session needs one to acquire the right instructional design knowledge (Analysis, Design, Development, Implementation and Evaluation) and the interpersonal skills of a trainer. This ensures the trainer-to-be is competent to deliver training programmes effectively and at the optimum standard on the topic of derivatives market.

Through this workshop, one will learn about the pedagogy for the adult learner which includes planning, developing, designing, delivering and evaluating the training programmes on derivatives market for any level of audience. This includes hands-on tips and tricks that one can employ during trainings.

## WHAT DO WE WANT TO ACHIEVE?

This programme is designed for professionals to refine and improve their knowledge and skills to plan, develop, design, deliver and evaluate training programmes on derivatives market for any level of audience following the ADDIE process.

## WHAT WILL YOU LEARN DURING THE PROGRAMME?

Upon completion of this programme, participants will be able to:

- describe the characteristics of an effective trainer on topics of derivatives market and products
- discuss the fundamentals of training that are focused on adult learners
- design and develop the training content and delivery to suit the training objective of derivatives market
- identify the tips and tricks in delivering trainings based on the derivatives training content developed while also maintaining the interest of the audience
- assess situations and personas that a trainer may encounter during a training session
- decide on the tools to assist in evaluating the audience learning experience and trainer's training delivery
- apply instructional design to virtual training delivery on the topics of derivatives market and products

## ICF COMPETENCY LEVEL



- Behavioural (People Management)  
– Communication (Level 3)
- Behavioural (People Management)  
– Coaching and Developing others (Level 2)
- Behavioural (Organisational Leadership)  
– Planning and Execution (Level 2)

## TARGET AUDIENCE

- Derivatives traders and CMSRL holders who would like to take on instructional design, delivery and evaluation process in derivatives training and development programme
- Potential and existing trainer who wish to enhance their knowledge and skills in design and delivery of a derivatives training programme

## PROGRAMME OUTLINE

### Part I – Online Learning

#### The Makings of a Trainer

- What makes a good trainer?
- Communication: Verbal and non-verbal
- Effective listening: Listening vs hearing
- Assessing current skill level

#### Fundamentals of Training

- Adult learning principles
- Learner- versus trainer-centered training
- Active vs passive learning
- Competency based trainings

#### Instructional Design: Planning Your Derivatives Market Training Session (Analysis)

- Training needs assessment (TNA)
- Developing objective and learning outcomes for derivatives training
- Learning styles

Practice/Activities: TNA and develop objectives & learning outcomes for a derivatives programme

End of Part I

Online learning can be accessed via SIDC Learning Management System (LMS) from 14 June 2021

90 minutes learning hours

### Part II – Online Learning

#### Instructional Design: Developing Derivatives Market Training Lesson Plan (Design)

- Deciding on the mode of delivery
- Developing a session plan
- Course structure and activities

Practice: Developing a session plan and course structure & activities for derivatives programme

#### Instructional Design: Developing Derivatives Market Training Content and Materials (Development)

- Develop and organise training content on derivatives
- Key considerations in developing the training content and materials
- Developing presentations

Practice/Activities: Develop and Documentation of derivatives training content/presentations

End of Part II

Online learning can be accessed via SIDC Learning Management System (LMS) from 15 June 2021

90 minutes learning hours

### Part III - Online Learning

#### Delivering Your Derivatives Market Training (Implement)

- Openings: Setting the tone
- Delivery and facilitation of derivatives training content
- Interactivity with audience: Keeping the momentum
- Wrapping up: Ending a training session

#### Managing Situations and Personalities

- Self-control: Managing yourself
- Leading by example: Setting the tone
- Tough personas that you will come across
- Handling challenging situations/questions and interruptions

Practice/Activities: Openings and delivery of derivatives trainings

Online learning can be accessed via SIDC Learning Management System (LMS) from 21 June 2021

90 minutes learning hours

Live session – Activities briefing and Q&A with trainer/speaker

21 June 2021 (8:30pm to 9:30pm)

End of Part III

### Part IV – Webinar (E-Workshop): 23 June 2021

- 8.00pm      **Feedback and Assessing Your Trainings (Evaluation)**
- Importance of feedback and assessment
  - Evaluation:
    - o Tools to assess your audience
    - o Tools to assess your delivery
  - Review: Making your derivatives training content/delivery better

- 8.45pm      **Practice: Develop evaluation system to review your trainings**

- 9.15pm      **Going Digital: Virtual Learning on Derivatives**
- Platforms and tools
  - Tools supporting derivatives market trainings
  - Simulating virtual training: Content and delivery
  - What is virtual trainer-led training?
  - Methods for engaging participants virtually
  - Trainer skill sets

- 10.00pm      **Summary of the sessions and Q&A**

- 10.15pm      **End of Programme**

Notes:

- Live session activities briefing and Q&A with trainer/speaker on 21 June 2021, 8:30pm to 9:30pm (online)
- All activities to be completed and submitted to SIDC before 30 June 2021 to be eligible for the 10 CPE points

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