

TRAINING & DEVELOPMENT COMPETENCIES
(as stipulated by the Institute of Training Professionals, www.itp.org.hk)
(Industry: TD Branch: Not Applicable - ZZ)

Level 4

- Area 1 **Training Approach & Delivery (FA: AD)**
- 1.1 Instructional and Presentation techniques**
 - 1.2 Training methods**
 - 1.3 Facilitation skills**
 - 1.4 Consulting skills
 - 1.5 Coaching skills
 - 1.6 Process skills
 - 1.7 Performance observation skills
- Area 2 **Training and Development Knowledge (FA: KL)**
- 2.1 Technology for training and development**
 - 2.2 Assessing training needs
 - 2.3 Training evaluation and business impact
 - 2.4 Learning theories
 - 2.5 Learning psychology and adult learning
- Area 3 **Training and Development in Organizations (FA: OG)**
- 3.1 Program design and development**
 - 3.2 Employee development
 - 3.3 Organization development
- Area 4 **Management of Training Functions (FA: MN)**
- 4.1 Training administration
 - 4.2 Knowledge management
 - 4.3 Drawing up training proposals
 - 4.4 Program marketing & promotion
 - 4.5 Training reporting**
 - 4.6 Training budgeting

Note: **Bolded** ones are **Core Competencies**.