

Credit-hours of CT Scheme

TRAINING & DEVELOPMENT COMPETENCIES (designed basing on previous meetings of the Institute of Training Professionals)

Level 4

Area 1 Training Approach & Delivery	credit hours
1.1 Instructional and Presentation techniques*	10
1.2 Training methods*	10
1.3 Facilitation skills*	10
1.4 Consulting skills	10
1.5 Coaching skills	10
1.6 Process skills	10
1.7 Performance observation skills	10
Area 2 Training and Development Knowledge	
2.1 Technology for training and development*	10
2.2 Assessing training needs	10
2.3 Training evaluation and business impact	10
2.4 Learning theories	5
2.5 Learning psychology and adult learning	5
Area 3 Training and Development in Organizations	
3.1 Program design and development*	10
3.2 Employee development	10
3.3 Organization development	10
Area 4 Management of Training Functions	
4.1 Training administration	10
4.2 Knowledge management	5
4.3 Drawing up training proposals	5
4.4 Program marketing & promotion	5
4.5 Training reporting*	10
4.6 Training budgeting	5
total credit hours	180

remark 1: * core competences (making up 60 credit hours)

remark 2: candidate needs 100 credit hours to meet the CT qualification