

SCREENING TIPS TO HIRE BEST TRAINERS

- DEVELOPING PANEL SOPs-

- a report based on 10 years of research with Employers & Trainers in Malaysia -

-By Cheryl Lourdes-

Take our Polling Questions & Know where you stand

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Our Subject Matter Expert:



Cheryl Lourdes, B.A Bachelors of Business Administration (Major Marketing & Thesis Paper: Human Side of Employees in Organizations) from University of Northumbria, England

Cheryl Lourdes has a combination of 17 years working in manufacturing and service industries mainly; Steel, Printing, and Electrical and Electronic industry under scope fields of marketing, sales, auditing, production, and training. Taking position roles from the early days of a factory worker, executive, ISO management representative, auditor to a senior sales manager and right up to a Instructional Learning Designer and L&D Advisor, has thought her many valuable lessons.

Today **Cheryl Lourdes has successfully set up** 2 businesses and has became an advising channel for many L&D experts. She helps them to review, design and realign their training programs and strategies. She recognises the role of a' Instructional Designer and a Learning Specialist' is an important driver for a company, because he or she will encourage a balanced engagement between innovation, marketing, auditing and ongoing management leadership.

Cheryl Lourdes won her principal company their first HR Award under category of ' Best Background Screening Provider'and their 2nd Award under category of Movers and Shakers on best innovative concepts to reduce wastage's in Training Departments She is a book author with her 2nd book titled '61 Secrets of Hiring High Potential Trainers'.

She leaves this 2 quotes with you:!

——Be Like a Marketer (understand the Lifecycle of your Learning message to your Learners)

——Think Learning through Technology

To hire Cheryl as your Consultant, call 03-2333 9233 or 017-3978748 or ***cheryl@tlmm.com.my*** *. Her skills are in Marketing, Confidence Building, Coaching Training Teams to Market and Think effectively.*



SCREENING TIPS TO HIRE BEST TRAINERS

- BEST PRACTICES FOR PANEL SOPs-

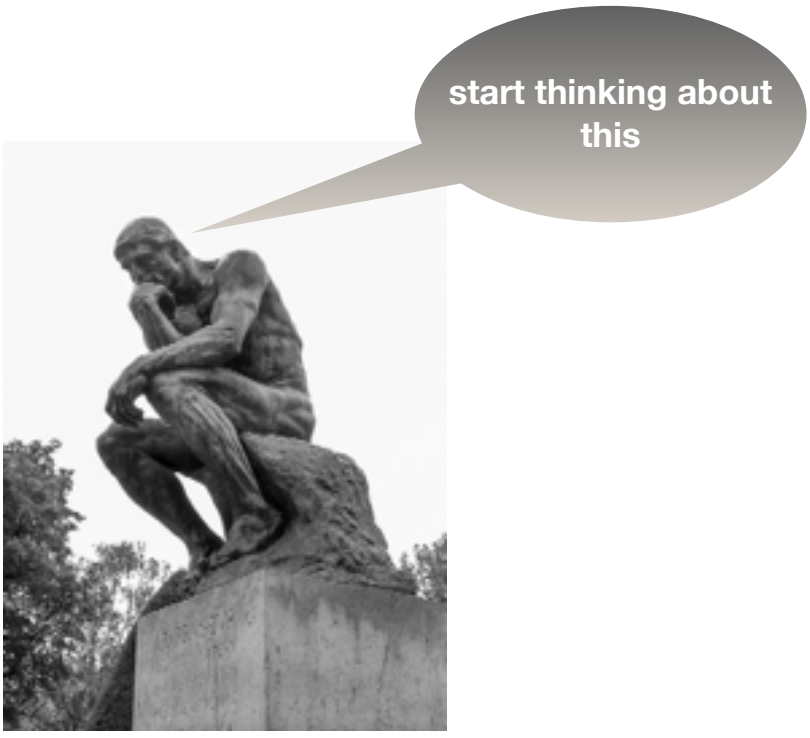
Polling Question - Reflect & Think

Reflect & Think about your skills & your employees response towards learning programs that you have planned for all through these years?

A. Is your Panels the right people to THINK & MAKE good hiring decisions?

B. Apart from being the 'Subject Matter Expert' , are they brushed up on different types of learning methods in a classroom to anticipate high engagement?

C. People are divided to Analytical THINKERS & Creative THINKERS. Hence if you invite in Analytical panel members who needs to evaluate a People's skills program, they may have 100% doubtfulness for seeing if its workable.



Building a Successful Screening Panel for Trainer Selections

Our HR, L&D & Training Departments have always been indicating to TLMM that its hard to find the best experts as their panels are not favourable. So we did a study to identify what is the root cause and found out that its their panel.

We wish to share with you our research on best practices you can have to come out with an effective SOP for Panels whom are meeting the selected trainers.

Before engaging any panel to the Presentation Meeting Room, here is what we wish to share with you.

Provide this to your Panel and Your Selected Trainers:

The objectives of the …….. panel session are:
- To provide an insight into your training styles and methods
- To assess the suitability of the content presented
- To ensure viability of the program is based on needs to resolve

What to expect during the Presentation Meeting?
- The trainer should choose one or two units from their entire module to be presented to the participants
- The units chosen should be the from the introductory part of the module
- The trainer should brief the panels that the units presented is part of the entire course.
- The trainer should end the session by informing the participants on the other units that will be covered in the full session

What to expect after the Presentation Meeting?
You will be notified through TLMM via email within ……..days on the results based on panels evaluations. Should you be successful, you will be onboarded as a program partner upon signing …….. agreement..

What to bring during the Presentation Meeting?
Feel free to bring brochures or handouts to be given out to the participants. Approximately …… from ……will be attending this presentation meeting.

Please ensure that your presentation aids (hdmi/ via adapters, clickers, thumbdrives) are adaptable. Appreciate your cooperation to come at least 30 minutes earlier to prepare for your session (computer and sound check).

We will provide only these items: PA System, VGA cables & projector, whiteboard and training room. Do contact TLMM if unsure.

What is the process of Selections?
A two part evaluation will take place. The first evaluation will be conducted by selected HR/Training staff, the second will be evaluated by the panels.

Both groups will be assessing these criteria : learning climate, teaching quality, curriculum, participant engagement and cost.

Further Notes:
Children or Spouses are not allowed to be present during the actual panel selections but only the actual trainer who will be speaking/training/coaching ……. employees.

Avoid mixture of jeans and formal wear. Business formal dress code is mandatory.

To find out the right processors, you need to be CREATIVE & learn how to rebel against your own rules

- a Report by Cheryl Lourdes -



