



INSTITUTE FOR
ADULT LEARNING
SINGAPORE



Continuing Professional Development for the Future

CPD Programme Directory

JULY - SEPTEMBER 2018



The development of the TAE¹ sector is a joint mission between the professionals, the industries and the Government. In this era of SkillsFuture, you play a critical and decisive role. Training is not just delivering a lecture and showing slides, you dive into the dreams, hopes and fears of your trainees, and help them to develop. You hone their skills and raise their game to a higher level, but more importantly, if you are really good at what you are doing, you uncover their passions, interests, and activate inner motivations.

SkillsFuture Singapore cannot do what you can, but it can support you with resources, authoritative accreditation and spreading important public messages. Much work has already been done, but we will partake this journey together for years to come.



MR ONG YE KUNG

Minister for Education

In his Opening Address at the IAL's Adult Learning Symposium 2016

Strengthening Capabilities in Training & Adult Education

Here's an overview of the various programmes and initiatives offered by IAL to ensure the success of your Training and Adult Education journey.

Develop critical and emerging skills as well as deepen existing skills to stay relevant and grow professionally.



AE Adult Education

Individuals who are involved in direct activities of development and training for the continuing education and training of the workforce.

YOU ARE A/AN:

trainer, coach, facilitator, educator, mentor, training consultant, e-learning specialist, instructional designer, learning designer, courseware developer, curriculum developer, assessor



TM Training Management

Individuals who are involved in managing a training institution as its core business function.

YOU ARE A/AN:

education technologist, programme manager, training manager, business development manager, education quality manager



HCM Human Capital Management

Individuals who are involved in the strategic conceptualisation and creation of HR strategies to build employee capacity and human capital to support business needs.

YOU ARE A/AN:

human resource developer, learning & development manager, organisational development manager, talent manager, performance manager, workforce developer

YOUR FUNCTIONAL SKILLS

- Analysis
- Delivery
- Framework Design and Development
- Design
- Evaluation
- Research
- Development

- Leadership and Management
- Curriculum and Programme Management
- Training Administrations and Operations
- Quality Management

- HR Planning and Implementation
- Talent Management
- Performance Management
- Learning and Development
- Organisation Development

OUR MAIN PROGRAMMES

WSQ Advanced Certificate in Training and Assessment (ACTA)

WSQ Diploma in Adult and Continuing Education (DACE)

WSQ Specialist Diploma in Advanced Facilitation (SDAF)

WSQ Workplace Trainer Programme (WTP)

Blending Learning with Work and Technology (BLWT) Programme

Certified Workplace Learning Specialist (CWLS) Programme

WSQ Specialist Diploma in Education Quality Management (SDEQM)

WSQ Workplace Trainer Programme (WTP)

Blending Learning with Work and Technology (BLWT) Programme

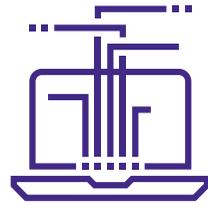
WSQ Specialist Diploma in Education Quality Management (SDEQM)

WSQ Workplace Trainer Programme (WTP)

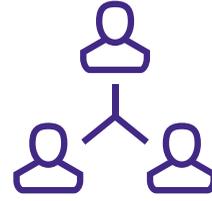
Certified Workplace Learning Specialist (CWLS) Programme

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMMES

Exclusive benefits for AEN members + Skillsfuture credit eligible



TECH-ENABLED LEARNING



WORKPLACE LEARNING



PEDAGOGICAL INNOVATION



BUSINESS INSIGHTS



PRODUCTIVITY & PERFORMANCE

ADULT LEARNING SYMPOSIUM 2018

WORK AND LEARNING: CONQUER NEW FRONTIERS!

Deep dive into fresh insights from keynote speakers, C-suite industry experts and practitioners to thought leaders and renowned authors.

OUR COMMUNITIES



Associate Adult Educator (AAE)



Specialist Adult Educator (SAE)



Adult Education Fellow (AEF)

Adult Education Professionalisation (AEP)

Be recognised for your pedagogical and professional excellence through the AEP initiative. Take advantage of exclusive professional development opportunities — local and overseas learning journeys, profiling on IAL website, and more.



Adult Education Network (AEN)

Join a community of professionals coming together to connect, collaborate and learn for continuing professional development and skills acquisition. Take advantage of preferential workshop rates, opportunities for networking, jobs and mentorship.



Special Interest Groups (SIG)

Join a community of like-minded individuals who meet up to share, discuss and exchange best practices, perspectives and experiences in the focus areas.

RESOURCES

iN.LAB

iN.LAB is set up to explore, collaborate and contribute to learning innovation within Singapore's Continuing Education and Training (CET) sector. iN.LAB provides not only the facilities, equipment and tools, but also educational programmes and networking opportunities to support your experimentations, collaborations and project works.

Centres of Research

The IAL aims to provide a strong knowledge for practice development in the CET sector. It has three research centres which work together to facilitate projects, build research capability amongst practitioners, and serve as a conduit for funding and commissioning research. Underpinned by current knowledge and research, the centres also enable the sharing of international and local best practices.

Adult Education Network (AEN)



SPECIAL INTEREST GROUPS (SIG)

Our AEN communities of practice - be part of like-minded individuals who meet up to share, discuss and exchange best practices, perspectives and experiences in these focus areas.



COACHING & MENTORING

Sharpen your critical coaching and mentoring techniques by taking part in discussions with other professionals. Share ideas, perspectives and experiences to strengthen your coaching practice.



FACILITATION

Gain greater exposure to the art of facilitation and experience the impact that a skillfully facilitated session will have on your learners, while achieving mutual outcomes at the same time. Share case studies, best practices and learn from fellow professionals to strengthen your facilitation skills.



INSTRUCTIONAL DESIGN

Further develop your teaching practice with instructional design principles to identify the most effective way to engage your adult learners. Get access to resources and tools as well as collaborate with other L&D professionals to learn and share best practices.



LEARNING TECHNOLOGY

Discover and stay abreast of education technology trends to support your practice and enhance learning effectiveness. Collaborate with practitioners to experiment and implement various learning technologies based on your instructional needs.



TRAINING MANAGEMENT

Further develop your capability and capacity through action learning. Strengthen critical skills as you work collaboratively - as individuals or a team - and think critically to solve difficult problems.



Tech-Enabled Learning

Take your learning into the digital age, where tech-enabled learning builds on, and goes beyond classroom interactions. Get comfortable with technology that complements learning support structures, and be able to apply it to your own curriculum design or plans. An added advantage is the ability for technology to allow your learners to learn at their own time, pace, and chosen environment.

www.ial.edu.sg/tel

NEW

CREATE RICH MEDIA E-LEARNING CONTENT WITH IPHONE/IPAD

Rich media (i.e. text, audio, video and animations) is great content for e-learning. In the past, high-end computers, expensive AV equipment and experts were required to create rich media content. However, with today's smartphones with in-built video cameras, microphones, and much stronger processing power, the creation of rich media has become much easier.

Learn how to use your iOS device (iPhone/iPad) to create interactive, engaging content that will wow your audience and get your message across better! Ideal for anyone involved in training at any level, the session covers the apps you will need and the knowhow to start developing your own rich media.

 **Dr Soo Wai Man** **7 Hours****NEW**

MICROLEARNING: A SILVER BULLET TO NAVIGATE THROUGH TODAY'S WORKPLACE LEARNING ECOSYSTEM

Learning is a complex issue today. Not only is there more to learn, but effectiveness in the modern workplace also requires learning throughout our lives. Fortunately, there are also innovative approaches to learning being developed, such as 'microlearning'.

In this session, you will get a hands-on introduction to microlearning and how to use it. You will learn about the building blocks of today's learning ecosystem, barriers that impede learning, how to build microlearning content, and deploy it.

 **Mr JC Sekar and
Mr Sharath Waikar** **3 Hours**

THE MAKING OF AN E-DESIGNER: THE DIOWORKS LEARNING STORY

The drive for SkillsFuture has increased the interest for blended courses, and online learning has a broad range of solutions. This session examines Diowork's journey of learning to operate and design for Udemy, an online learning platform.

Upon completion, you will be able to design and storyboard a 30-minute course, understand and apply key design principles, and analyse a course and storyline for coherence and effectiveness.

 **Dr Michael Choy** **7 Hours****AE**

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Workplace Learning

Develop key competencies to enhance your learning at the workplace. These programmes emphasise solutions for real-time, real-world training and learning settings. With learning components conducted in actual or stimulated workplaces, the lessons learned are practical, authentic, and more deeply ingrained.

www.ial.edu.sg/wl



NEW

DESIGN & FACILITATE A DIGITAL OJT EXPERIENCE AT YOUR WORKPLACE

How do you maximise your return on investment when it comes to training? It is difficult to measure as there are many factors involved. However, we do know that knowledge gained from practical experience is retained much better than what we cover in the classroom.

This session will explore on-the-job training (OJT), and share on how to start a digital OJT in your workplace. In the process, you will take into account your organisational goals and challenges, leading to effective digital transformation.

 Ms Lynn Wong

 2 Hours



ENABLE WORKPLACE LEARNING

Workplace learning takes place in a variety of ways. Aside from structured approaches such as classroom training and OJT, observing others at work, tuning in to workplace conversations, setting challenges and expert sharing are all valid alternative methods.

In this session, you will get to reflect on personal experiences from your work, and connect it with theory for a deeper understanding. Vital concepts such as dominant learning perspectives, workplace affordances, learning constraints, as well as workplace learning strategies and issues management will be covered.

 Ms Clare Poon,
Ms Millie Lee and
Ms Cynthia Lau

 10 Hours



ENHANCING WORKPLACE LEARNING FOR PERFORMANCE WITH LOVE QUOTIENT

What can an idea like a Love Quotient (LQ) have to do with work and adult education? Indeed, in this time of intelligent machines and automation, LQ may be the differentiating factor that keeps humans above machines.

No matter how smart machines become, it takes a human to interact with emotion — people-to-people working scenarios, peer challenges and more. Understanding LQ is an emerging concept in self development, and it feeds into workplace methods such as 'Teaching Others', 'Community of Practice', 'Teamwork' - all which are all critical to adult education.

 Mr Kenny Ong

 3 Hours



LEARNING CIRCLE: FOSTER EFFECTIVE WORKPLACE MENTORING

When asked what the most important asset in the organisation is, many business owners answer that it is their workers. In the face of rapid changes and disruptions taking place in the economy, how do you ensure that your workforce is kept up-to-date and adequately trained?

This learning circle looks at how mentoring plays an important role in the modern workplace, the accountability required, and how to develop employees to their full potential. Covering on what is the 'new frontier' and the 'new mechanism' that can tackle these changes, this session will guide on how to develop an effective mentoring programme for your organisation.

 Mr Dexter Sum and
Mr Anders Quek

 3 Hours

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Pedagogical Innovation

Pedagogy is both an art and a science, which covers teaching and how we learn. But it is an ever-changing field in response to our changing environment, culture and technology. Take advantage of these sessions to adapt to new ways of teaching and learning, and discover some of the new methods behind them.

www.ial.edu.sg/pi



NEW FUTURE ECONOMY: DIGITAL TRANSFORMATION & INDUSTRY 4.0 FOR ADULT EDUCATION

The introduction of innovative new technologies has changed the way we live, work and play over the past few decades, and many experts think that blockchain is the next great disruptor. You've already seen it at work as the engine behind cryptocurrencies, but did you know it is also applicable to adult education?

In this hands-on session, you will be introduced to the basics of blockchain technology, and its potential impact and applications in education and intellectual assets. Discover the connection between lifelong learning, blockchain and big data in this session.

 **Dr Rex Yeap**

 **2 Days**



NEW RETHINKING LEARNING AND ASSESSMENT TO DEVELOP FUTURE READY CAPABILITIES: INTRODUCTORY WORKSHOP

In a society that's undergoing significant changes, we cannot afford to focus training only on reproducing what is already known. To meet the up and coming challenges, we need to develop capabilities that prepares us for the future, and not just 'book smart'.

In this session, you will get to understand what it means to be future-ready, and the relationship between learning and assessment. Explore strategies for holistic performance-based assessment, and look back on your own teaching and assessment, to facilitate future-ready, tech-enabled learning.

 **Dr Helen Bound and Dr Sitin Yang**

 **3 Hours**



NEW UNIVERSAL DESIGN FOR LEARNING FOR INCLUSIVITY

When designing any training programme, we subconsciously tend to treat ourselves as its 'target audience'. This may lead to unintentional barriers in the learning process. After all, there are many different types of learners and learning methods.

This session will help you avoid the 'one-size-fits-all' tendency that may marginalise some otherwise enthusiastic learners, thus promoting inclusivity. You will understand the background and importance of Universal Design for Learning, learn its guidelines, and see examples of actual use.

 **Ms Farhana Ngieng**

 **3 Hours**



NEW USING THE SKILLS FRAMEWORK TO DESIGN CURRICULUM AND COURSEWARE

As a Training and Adult Education professional, how do you develop curricula and assessments? As an integral part of the Industry Transformation Framework, the Singapore Skill Frameworks are vital resources that you can tap on.

In this session, you will learn the components of the Skills Frameworks, and how to use them to shorten the process of curriculum and courseware design. You will have hands-on time developing a simple curriculum outline, creating and determining the performance requirements for a job, creating a competency mapping table, and developing learning outcomes.

 **Ms Cynthia Lau and Mr William Thien**

 **7 Hours**





Business Insights

Change is constant. Keep your finger on the pulse of the TAE industry, so you're never caught off guard. Whether you are just beginning to embark on the entrepreneurial journey, or are looking for deeper understanding of your business, the right business insights prepare you to adapt to economic and regulatory changes.

www.ial.edu.sg/bi

NEW **APPLYING ACTION LEARNING TO START-UP AN AE BUSINESS**

If you're an adult educator looking to start your own business, this could be just what you need to get going. Action Learning is a process of learning by doing, and is especially suitable for solving complex problems.

In this session, you will learn about Action Learning, use it to develop your Adult Education Business Model, analyse it to determine its pros and cons, look at funding and investors, value proposition and customer discover, and develop follow-up actions to scale up the business.

 **Mr Siew Why Leong**

 **3 Days**



NEW **INDUSTRY TRANSFORMATION VANGUARD SERIES – INDUSTRY TRANSFORMATION MAP (ITM) AWARENESS 101**

The Industry Transformation Maps launched in 2016 serve as a guide for local industries, showing them how they will need to grow to meet the demands of the future, and stay relevant. As CET professionals, we are instrumental in these industry successes.

In this session, Dr Choy, a TAE professional and business owner, will share how the ITMs are relevant to enterprise performance, how to help enterprises implement them, and how the AEN community can be involved and contribute.

 **Dr Michael Choy**

 **3 Hours**



BASICS OF FACEBOOK MARKETING

With over 2 billion active monthly users, Facebook is the most popular social media in the world with a huge market to tap on for your TAE business, provided you know how to. The suggestion that you can do so on a modest budget makes it all the more tempting to give it a go.

This session will show you how to get started on Facebook, how to create a Facebook Business page, what metrics to look out for, and how to define and refine your targets.

 **Ms Charmaine Lee**

 **3 Hours**



HOW TO GET YOUR TRAINING BUSINESS UP AND RUNNING

You have skills, marketable skills. You are an educator and an expert in your own field. But marketable skills do not market themselves. How then, do you translate your wealth of knowledge and skills into a profitable business?

This overview session will take you through the basic steps, share practical tips, and provide opportunities for extended applied practice sessions with constructive feedback.

 **Mr Fook Thim Liu**

 **3 Hours**





Productivity & Performance

Learn how you can be efficient – individually or as an organisation. Get to know new techniques for improving your own performance, or to improve productivity of your teams. Here, you discover the many factors that could be causing inefficiency and how to fix them, such that every function within your organisation runs smoothly.

www.ial.edu.sg/pp



NEW BODY LANGUAGE FOR PROFESSIONALS & EXECUTIVES

Non-verbal communication, mostly known as body language, plays a significant role in the way others perceive us, and this is especially so when we are the centre of attention, as an adult educator.

This session helps you be aware of the image you create and how to use this to your advantage in daily interactions. In this fun, engaging session, you'll learn how to project a positive, confident impression, through the tone of your voice, your eyes, hands and posture, whether you're networking, presenting or pitching an idea.

 Ms Jessica Dang

 3 Hours



NEW BRAIN SCIENCE FOR ADULT EDUCATORS, COACHES & EXECUTIVES

What are the myths and realities about the human brain, learning, boosting brainpower, and mental well-being? This session goes through some basics of neuroscience, psychology and behavioural science, through presentations, videos, games and interactions.

You'll learn fascinating things that you can apply immediately to your daily life - how we learn best, the science of being happy, what influences your buying behaviour, why is it that we remember and forget, and much more.

 Ms Jessica Dang

 3 Hours



NEW HOW TO FACILITATE ENTERPRISE RISK IDENTIFICATION FOR AN ORGANISATION

No business is free from risk. Enterprise Risk Management (ERM) is a structured process used by organisations to improve management systems in the face of uncertainties and minimise wastage. All-SGX listed companies have been required to have an ERM system in place since 2012.

This session shares the ins and outs of the latest ERM standard, SS ISO 31000:2018, published in April 2018. By the end of the session, you will be able to identify the benefits of ERM, and identify risks and opportunities for effective Risk Management.

 Mr Lee Chuen Fei

 3 Hours



NEW TRANSFORMATIVE EXECUTIVE COACHING: A 3-HOUR PRIMER

In recent years, the demand for a new kind of coach has been rising — the 'Executive Coach'. In a tight business market, where every edge counts, the growth of a business executive is increasingly reliant on coaches. Do you have what it takes to build your own executive coaching practice?

In this session, you'll learn the roles and demands of an Executive Coach, the 3 core universal truths that can influence positive changes, and other vital information. Understand your client's intentions and what motivates them, to start off well.

 Ms Jessica Dang

 3 Hours



IMPROVING PRODUCTIVITY AND ENHANCING CAREERS WITH PHONETICS

Whether you're an educator, marketer, manager or leader - effective verbal communication is vital. Speaking well transforms you into a more engaging, interesting and influential person. Conversely, speaking poorly leads to potential misunderstandings and wasted time.

This session uses phonetics as the basis for proper, well-articulated speech that can improve your effectiveness as an adult educator. You'll learn the basis of proper speech, understand phonetic symbols, and be able to assess yourself and determine what you must do to improve.

 Mr Joseph Wong

 2 Hours



LEARNING CIRCLE: WINNING THROUGH INFOGRAPHICS

As the saying goes, a picture says a hundred words. And this is true for infographics too. Well designed, well used infographics can grab attention and get a message sent across quickly and clearly.

If you're an infographics novice, this session takes you all the way from the basics — when to use them, what are the different types, which to use in each scenario, and how to create or commission them.

 Dr Casey Ho

 2 Hours



MAKING LEARNING CIRCLES WORK FOR YOU

In today's training environment, both the educators and their participants are responsible for setting goals, organising work and preparing materials. Learning and communication becomes reciprocal, where knowledge is openly shared amongst various stakeholders. How can you refine your training to adapt to this new form of learning?

In this session, understand the background and mindsets behind the modern learning environment, discover how you can build digital content, and start your first learning circle through a hands-on, practical approach.

 Mr Prashant Jain

 3 Hours



SPEED READING & MEMORY MASTERY FOR ADULTS

It is no surprise that the ability to obtain and retain knowledge is good for any educator. Being able to keep up with the barrage of information we get, sift through and remember what is relevant is a boon, especially in today's era of sensory and information overload.

This session will give you the tools you need to make a measurable difference immediately, using scientifically proven techniques, specially created videos, and engaging games to make quick improvements. You will also receive a personalised report on your reading profile.

 Ms Jessica Dang

 3 Hours



The Institute for Adult Learning (IAL) is at the forefront of building capabilities and continuing professional development for an effective, innovative and responsive Continuing Education and Training (CET) sector. We work closely and support adult educators, businesses, human resource developers and policy makers through our comprehensive suite of programmes and services. IAL also champions research in the key areas of sustaining economic performance through skills, shaping employment and CET decisions, as well as developing innovations through learning technology and pedagogy for informed policies and practices.

For more information, please visit www.ial.edu.sg.



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