



**NEW**

## **STADA Professional Certificate e-Facilitation for Adult Learning (PCeFAL)**

**STADA**, in partnership with the industry experts **DOLPHINE Performance Consulting**, offers this virtual training professional certificate in a high impact practice of e-facilitation masterclass.

### **Welcome!**

We're so excited you're interested in the STADA e-Facilitation mastery workshops 2020-2021 Series.

Our mission is to help you realise your ideas and make the impact you'd like to make in your professional work, with your own unique business, in your life or your living environment. We're pretty sure you have some great ideas that need to become a success: Since you've put your heart and soul into them. Or because the world simply needs them.

Whether you want to convince people, attract more clients, improve your sales, launch more effective campaigns, get people to cooperate with your plans or want to build a successful business, we're here to help you turn your ideas into a success via e-Facilitation route.



The number one reason why sometimes even brilliant ideas fail is that they don't start at planning right. We like to call it the missing puzzle. If you truly understand the intended goals and decision making, you'll be able to influence it predictably. And get the results you're pursuing.

After having successfully facilitated many business owners, people from non-profits, start-ups and commercial organisations to help them realise their ideas, ambitions, and dreams we hope we can help you unlock the power of e-Facilitation mastery to do the same.

**With the warmest regards and appreciation**

Did you know that the Fourth Industrial Revolution is shaping today, and the future of learning is just one powerful aspect of this massive Revolution? Today, the Fourth Industrial Revolution is building on the third, and fusing technologies that blur the lines between digital, physical and biological arenas. This era is going to be defined by some things you might already be familiar with. For starters, artificial intelligence or AI, with computers carrying out some of the intelligent tasks that humans can, like speech recognition and visual perception, will become more common. And Education 4.0 will be defined by teaching students not *what* to study, but *how* to learn and how to adapt to the rapidly-changing technological ecosystem we are approaching.

Remote learning is already a big thing, with millions signing up for online courses and seminars. This trend is going to dominate learning even more as education becomes even more accessible anywhere and at any time.

Considering how quickly we generate, update, and rectify information, even professionals have to keep up to date with new knowledge continuously. This means more significant development of e-learning techniques and tools. Such tools benefit learners who might otherwise experience constraints like soft skills and language. You don't have to physically attend a class to learn. This flexibility teaches learners essential organizational and time management skills necessary in the dynamic workplace of today. With freelancing on the rise, adapting to this flexibility improves your adaptability to remote workplace practices of Industry 4.0.

The Professional Certificate e-Facilitation for Adult Learning (PCeFAL) is five half-day masterclasses in a group of maximum 20 people, which is followed up by two months of optional virtual support learning to help you the theory and skills to understand and translates what you learnt that will help you turn your ideas into a success.

The training is a combination of high-end masterclasses taught online but live, in which you're introduced to the essential theories of adult learning principles, and workshops that hand you easy to use tools to translate this knowledge into practice right away. On top of this, we'll help you to create processes, so you'll keep successfully implementing your newly acquired skills even when we're not around with 2 months of follow-up learning as an optional support.





You'll learn about how to prepare for e-learning, facilitate your delivery, collaborative learning, and engagement tools to help make your ideas work and boost growth or change.

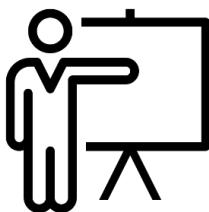
Learning by doing 100% actionable skills. STADA is an official educational institution, and you'll be certified in STADA Professional Certificate e-Facilitation for Adult Learning (PCeFAL) after successfully completing the training.

## Purpose of the program:

Apply active engagement strategies to maximize remote adult learner involvement, gain the competencies/capabilities and confidence to successfully e-facilitate synchronous events, meetings and manage the logistics of facilitating virtual learning.

## How does this work? It is fully online.

			
<b>Certificate of Achievement</b>	<b>Fully On-Line Delivery via ZOOM</b>	<b>15 Hours to Complete 5 Masterclasses</b>	<b>Highly Interactive and FUN</b>



**For ALL Existing “ACTA/ACLP” Adult Educator / Professional Trainers**

**Are you keen to be updated on your skills in e-facilitation methods in a virtual classroom environment to enhance learning effectiveness for performance outcomes?**

But what exactly am I going to learn?

Whether you want to attract more clients, improve sales, launch more effective campaigns, or want people to embrace policies or organizational change, if you want to learn how to communicate with understanding into desired behaviour, the masterclasses is the program for you.

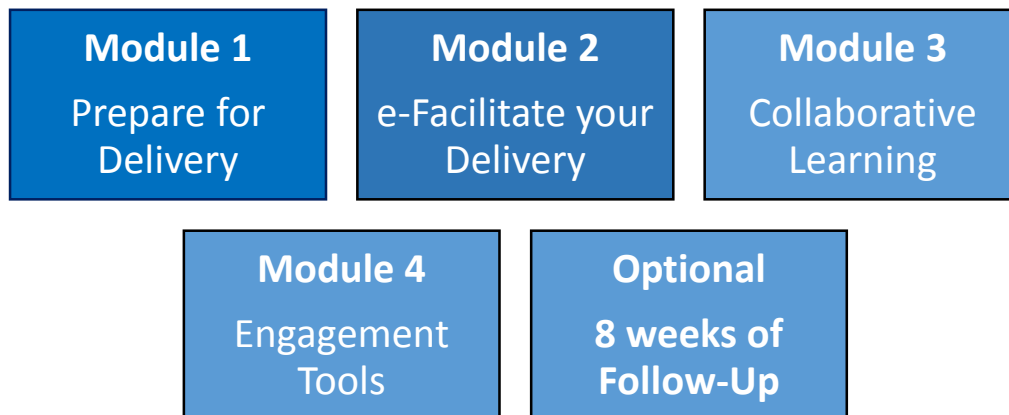
### **In this program you will:**

- Apply proven techniques that maximize learner engagement, energy, and motivation via online learning.
- Apply “Host” or e-facilitator support to ensure seamless, stress-free delivery.
- Manage technical and learner challenges that can and will occur.

### **After this program you will be able to:**

- Prepare yourself, your learners, and the technology through rehearsals, active communication, logistical setup, and post-session follow-up.
- Use your voice & basic tech tools as your most powerful instructional tool and learn to read the nonverbal cues of learners via active engagement.

## Course Overview



### What Can You Expect From this Masterclasses?

We'll teach you this by a combination of high-end master classes that are coupled with interactive work sessions. After live online program, we'll provide you with downloadable tools, cheat sheets and advanced training resources to accelerate your learning in our Continuous Learning Program that will run for two months via email. It's this mix of live and digital education that will make sure you'll internalize and really use the skills you will learn.

Our commitment is teaching you how to unlock the e-Facilitation skills in real life. No theories you'll forget or that are just fascinating, but we'll help you develop the habits to keep on applying what we've taught you during the master classes, even when we're not around.

Virtual facilitation is becoming a core capability for adult educators/trainers/leaders. In this environment, success requires unique skills in audience engagement, creating non-traditional inter-activity, sensitivity in how adult educators/trainers/leaders use their voice, and confidence to multitask in a new technical and logistical setting. At the conclusion of this online e-facilitation training, you will have developed the skills and confidence to successfully facilitate synchronous "live" learning events.

<b>Masterclass Unit (MU)</b>	<b>Content</b>	<b>Learning Objective</b>	<b>Duration</b>
Module 1: Prepare for e-Delivery  MU1: Create the Learning Environment	<ul style="list-style-type: none"> <li>• The effective learning environment</li> <li>• Role of learner</li> <li>• Benefits of energizers</li> <li>• EA 1: Energizers</li> </ul>	<ul style="list-style-type: none"> <li>• Describe the 3 effective learning environment</li> <li>• Explain the key roles of learners</li> <li>• Explain the benefits of energizers</li> </ul>	3 hours
Module 1: Prepare for e-Delivery  MU2: Roles of e-facilitator	<ul style="list-style-type: none"> <li>• Synchronous vs Asynchronous</li> <li>• E-facilitation's Role vs Broadcaster's Role</li> <li>• Prepare to be an e-facilitator</li> <li>• The Command Centre</li> <li>• EA2: Tech Tools for engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Differentiate Synchronous vs Asynchronous Learning</li> <li>• Differentiate E-facilitator's Role vs Broadcaster's Role</li> <li>• Explain the Steps to be an effective e-Facilitator</li> <li>• Describe the Command Centre</li> </ul>	3 hours
Module 2: e-eFacilitate your Delivery  MU3: The Learning Events	<ul style="list-style-type: none"> <li>• Presentation vs Learning Events</li> <li>• Adult Learning Principles</li> <li>• Components of Learning Events</li> <li>• EA3: Map a Learning Event</li> </ul>	<ul style="list-style-type: none"> <li>• Differentiate Presentation and Learning Events</li> <li>• Apply key adult learning principles</li> <li>• Identify key components of Learning Events</li> </ul>	3 Hours
Module 3: Collaborative Learning MU4: The Engagement Technique	<ul style="list-style-type: none"> <li>• Participation through Interaction</li> <li>• Maintain engagement</li> <li>• Engaging tools through virtual collaboration</li> <li>• EA4: Collaborative Tools Matrix (CTM) for virtual learning</li> </ul>	<ul style="list-style-type: none"> <li>• Define what is an interaction</li> <li>• Explain the ways how to maintain engagement</li> <li>• Describe the tools used for collaboration</li> </ul>	3 Hours
Module 4: Engagement Tools  MU5: Reflection and Debrief	<ul style="list-style-type: none"> <li>• What is Microlearning</li> <li>• Ways to use Microlearning</li> <li>• Importance of debrief</li> <li>• Debriefing technique</li> <li>• EA5: Mini Project Assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Define what is Microlearning</li> <li>• Explain ways how to use Microlearning</li> <li>• Explain the debriefing technique used</li> </ul>	3 Hours

## What's the investment for the program?






The tuition fee includes the five half day virtual training days and the optional two month follow-up program. STADA PCeFAL is an investment for anyone seriously committed to growth. It's a commitment of time, energy and money. That's part of why it works. It also ensures you'll be surrounded by fellow committed, like-minded professionals. Who have the same ambitious, forward thinking mentality and have enrolled to really acquire new knowledge and be in a learning environment with peers.

## Masterclass Modular Fee

Masterclass	International Learners	STADA Members	STADA Skills Grant*	Non-STADA Members	Corporate Class
MU1: Create the Learning Environment	S\$ 450.00	S\$ 280.00	S\$ 230.00	S\$ 350.00	<b>Per run 12-15 pax S \$12,000</b>
MU2: Roles of e-facilitator	S\$ 450.00	S\$ 280.00	S\$ 230.00	S\$ 350.00	
MU3: The Learning Events	S\$ 450.00	S\$ 280.00	S\$ 230.00	S\$ 350.00	<b>Per run 15pax above S \$15,000</b>
MU4: The Engagement Technique	S\$ 450.00	S\$ 280.00	S\$ 230.00	S\$ 350.00	
MU5: Reflection and Debrief	S\$ 450.00	S\$ 280.00	S\$ 230.00	S\$ 350.00	
<b>Total</b>	<b>S\$ 2,250</b>	<b>S\$ 1,400</b>	<b>S\$ 1150*</b>	<b>S\$ 1750</b>	

**STADA Skills Grant\*** aims to encourage "Training Practitioner" as individuals to take ownership of their skills development and lifelong learning. The STADA Skills Grant is eligible for all Practitioner who are Singaporeans/PR aged 40 years and above.

## What's included in the fee?

	<p>Training: Five half days of online live masterclasses and optional 2 months of digital learning support. This mixed learning formula will boost the application success rate of your new skills mastery.</p>
	<p>Certification: You'll receive a certificate of recognition from STADA of having successfully followed the e-Facilitation masterclass &amp; completion of ALL reflective journals.</p>
	<p>Tools: All course presentations, materials and tools for you to download and use as many times as you like.</p>
	<p>Mastery: Fundamentals Course STADA alumni will be granted entry to the advanced courses in ADVANCE Level masterclass. Access to the exclusive online alumni community and to Alumni Days to keep the learning and contact with like-minded peers going.</p>
	<p>Joyful: Although your training is online our team in Singapore is always at your service to help you out with questions, everything to make you experience happiness.</p>

## SAMPLE STADA Certificate



## This is an Investment in YOU



We sincerely hope you'll decide to join the virtual STADA Professional Certificate e-Facilitation for Adult Learning in a Virtual Environment (PCeFAL). It will be an investment in you. Not only will it fast-track your growth, but it will save you months of reading, self-experimenting and studying in extended programs. You'll acquire basic know-how needed to jumpstart success in your facilitation work, but you'll see you will also start applying it to yourself. The knowledge you'll gain can improve your personal life and living environment too. That makes what you'll learn priceless, and so much more than we can describe in our curriculum. You'll gain control of the engagement and facilitation tools, and make them work for you, in more than one way. And in the end, self-development leads to business development.

If you'd like to enrol in the program, please visit [www.stada.org.sg](http://www.stada.org.sg) or email your enquiries to [dolphine.hee@gmail.com](mailto:dolphine.hee@gmail.com)

You'll find an overview of the upcoming program dates and we'll be able to book a spot right away. We've limited access available to every edition, so don't miss out!

For details you may contact directly to:

- Tommy Tan @ +65 94375812
- See-Toh Meng Kong @ +65 96706518

### Launch Dates Series 1 Dec2020 – Jan 2021

Masterclass	Dec 2021	Jan 2021	Feb 2021
MU1: Create the Learning Environment	22 <sup>nd</sup> Dec 2020 9-12pm	5 <sup>th</sup> Jan 2021 9-12pm	8 <sup>th</sup> Feb 2021 9-12pm
MU2: Roles of e-facilitator	29 <sup>th</sup> Dec 2020 9-12pm	5 <sup>th</sup> Jan 2021 2-5pm	8 <sup>th</sup> Feb 2021 2-5pm
MU3: The Learning Events	22 <sup>nd</sup> Dec 2020 2-5pm	4 <sup>th</sup> Jan 2021 9-12pm	9 <sup>th</sup> Feb 2021 9-12pm
MU4: The Engagement Technique	29 <sup>th</sup> Dec 2020 2-5pm	4 <sup>th</sup> Jan 2021 2-5pm	9 <sup>th</sup> Feb 2021 2-5pm
MU5: Reflection and Debrief	NA	6 <sup>th</sup> Jan 2021 9-12pm	10 <sup>th</sup> Feb 2021 9-12pm



## Masterclass e-Facilitator: TOMMY TAN



Learning Journey: MSc HRM (Dublin), BBus HRM (La Tobe), GDip HRM (SHRI), Dip.Adm.Mgmt. (UK), Dip. Mech Engg. (Spore), Dip. Public Relations (UK), DACE (Spore), ACTA (Spore), AlnstAM (UK), AMA (Prof.) USA, LLCC (UK), Certified Quality Manager (CQM Spore), Certified Facilitator (DDI, Spore), Certified Business Management Consultant (Spore), Certified OJT Consultant, Action Learning Coach (WIAL), Association for Talent Development (ATD) Facilitating Virtual Training Certificate, Design Virtual Training (Boston, USA) authorized by IACET: International Association for Continuing Education and Training. Micro-learning Online Certification (ATD, USA), SUE Masterclass Behavioural Design, Amsterdam BD Academy.

Tommy is an active Facilitator and his expertise is in creating service & learning cultures in organizations and measuring the impact of learning and performance improvement interventions. In the area of consulting, Tommy is instrumental in forging business partnerships with HR/Business stakeholders and has vast experience in developing and implementing solutions for Service Leadership Development, Service Values Alignment, and Competency & Capability Mapping for Service Excellence & Leadership Framework and Team Bonding across industries.

Tommy has taught extensively in the areas of service mind-set for business excellence, managing change, self-leadership development, productivity and quality related program such as 5-S Housekeeping, Quality improvement KAIZEN, problem solving and decision making, critical thinking & decision making, design thinking process, behavioural based coaching, appraising, customer service, GEMS, Certified Service Professional, behavioural based interviewing, coaching skills, presentation, time management, communication skills, career management, teambuilding and self-management.

On the more technical side, he develops project, process management and service leadership skills together with training, instructional and facilitation skills. He has designed and facilitated 400 plus events in Asia with up to 500 participants covering service management, service leadership, cross-functional and project teams with multinational groups.

Tommy adopts a practical approach to learning and his coaching style of delivery facilitates the application of concepts and techniques at the workplace, and are geared towards the development of participants to achieve outstanding results. His coaching approach takes into account the challenges the Coachee faces in his business context holistically, combining the hard elements of an organization (structure, systems) with the context (clients, markets) and linking these to their service mind-set and capability development needs. He is adept in the areas of Competency/Capability Mapping, Leadership & Service Development, Active Facilitation Skills, Instructional Design & Development, Team Development, and Coaching for Performance, HR Consultancy and Behavioural Learning Techniques.

## Masterclass e-Facilitator: Roy Lai



For 20 years, Roy has been a principal consultant, head facilitator, executive coach and master trainer. A prominent speaker, he has addressed more than 100,000 delegates and facilitated above 15,000 hours of learning programs internationally.

As a consultant, Roy has facilitated thousands of programs with delegates from different continents. His audiences include representatives from the SMEs, multinational companies and listed companies. Roy has provided training to delegates from well over 500 companies.

Throughout his career, Roy has worked with a wide spectrum of industries – including banking, finance, shipping, logistics, mining, manufacturing, real estate, pharmaceuticals, bio-technology, electronics, telecommunications, distribution, healthcare, gaming, transportation, logistic, aviation, hospitality, engineering, construction, retail, entertainment, Leisure, governmental and statutory bodies.

Roy addresses more than 10,000 delegates from different organizations annually. He travels between Singapore, Malaysia, Thailand, Indonesia, Philippines, Hong Kong, Taiwan, Macau, China, Middle East and Europe - delivering speeches, lectures and workshops.

As a keynote, Roy has the unique ability to quickly liven up his audiences. Offering a “practitioner’s view” and “the real world” of topics, Roy fires up his audiences by delivering his messages with so inspirationally that they often want to hear from him more. Roy is frequently complimented for keeping his sessions and learning experiences ALIVE!

Roy’s experiential, activity-based & action learning programs are highly recommended and endorsed by past participants as well as sponsors! The feedback received has consistently referred to the sessions being interesting, engaging, practical, and humorous, entertaining, fun-loving – and effective. Whether it is for a small group of 6 or a large audience of 1,000, Roy’s presentations are always delivered with total commitment.

Delivering his workshops with undivided passion and elevating his delegates, Roy covers subjects such as Executive Leadership and Organizational Professionalism, Teams and Professional Development, Behaviour Profiling and Communication, Learning and True Facilitation.

Extensively involved in trainers' training & facilitation programmes since 2003, Roy was instrumental in several training frameworks and served on different guiding and validation committees. Roy had also been involved in the initialization of Trainers Networks, Communities of Practice and Special Interest Groups for the Training & Facilitation Practice.

Roy was a validation community member for the National Competency Standard of both the Advanced Certificate in Training & Assessment (ACTA) and the Diploma in Adult Continuing Education (DACE) with the Singapore Workforce Development Agency (WDA). He was the Guiding Committee member of the Community of Practice Competency Based Assessment of the Singapore Training and Development Association (STADA) and Vice-Chaired the Special Interest Group Facilitation with the Adult Education Network (AEN). Roy currently serves as a management committee member of the Singapore Training and Development Association (STADA).

As a pioneer of the national training framework, Roy played the key roles of an educator, developer, facilitator, coach, assessor and supervisor. Roy had been a vivid trainer & Assessor of the ACTA and DACE course offered by WDA with the Singapore Institute of Management (SIM) and the Institute For Adult Learning (IAL) since 2006.

Holding a Masters Degree in Business Administration from the University Of South Australia, Roy is also a certified trainer in Problem Solving and Creativity with DPI and a certified Business Plan Consultant with CPCI Grant Thornton Australia. He has also obtained the Advanced Certificate in Training and Assessment from the Workforce Development Agency Singapore and Certificate IV in Training and Assessment from the Australian Qualification Framework.

Last but not least, Roy assumes the role of advisor to many developmental projects, institutions and associations. To many, he is both a mentor & a coach, and every so often a trainers' Trainer. Some call him the Guru, while others affectionately address him Master.

Roy is fully conversant in English, Mandarin and Cantonese. In his unique way, he continues to offer an extraordinary learning experience for all. Aspiring to continuously improve himself, Roy aims to learn without ceasing, holding close to his heart a "never the best, always better" view.

Dynamic and truly authentic, Roy continues his journey of influencing and inspiring others tirelessly. With an entirely original personality, he believes learning is fun. As an educationist at heart, he conscientiously promotes his philosophy that learning is a mutual process.

Humbly, Roy strives to serve the community, instilling professionalism.