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มหาวิทยาลัยเทคโนโลยีราชมงคลศรีวิชัย
เลขรับ ๒๓๐๓
วันที่ ๒๕ ๑๒ ๕๕
เวลา ๑๕ ๑๖

ที่ ศธ 0507(5)/๑๑๗

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ถึง มหาวิทยาลัยเทคโนโลยีราชมงคลศรีวิชัย

ด้วยคุณย่ระดับภูมิภาคว่าด้วยเทคนิคและอาชีพศึกษาของซีมีโอ (ซีมีโอไวกเทค) ประเทศบรูไน ๒๕๕๓
ดารุสซาลาม มีหนังสือประชาสัมพันธ์การให้ทุนฝึกอบรมแก่บุคลากรของประเทศไทยจำนวน 1 คน ในหัวข้อ ๒๕๕๒/๕๘
"Achieving an Effective Staff Training and Development Programme" ระหว่างวันที่ 23 มกราคม - ๐๘.๕๘๘
4 กุมภาพันธ์ 2559 ณ ศูนย์ซีมีโอไวกเทค ประเทศบรูไนดารุสซาลาม โดยผู้เข้ารับการอบรมควรเป็นผู้บริหาร
สถานศึกษาหรือเจ้าหน้าที่ด้านการฝึกอบรมจากสถาบันการศึกษา ซึ่งมีอายุไม่เกิน 55 ปี มีสุขภาพแข็งแรง
มีทักษะการสื่อสารภาษาอังกฤษได้เป็นอย่างดี และมีพื้นฐานความรู้การใช้คอมพิวเตอร์และอินเทอร์เน็ต

ผู้ที่สนใจจะสมัครเข้ารับการคัดเลือกเพื่อรับทุนดังกล่าวสามารถดูรายละเอียดเพิ่มเติมและ
ดาวน์โหลดแบบฟอร์มการสมัครได้จาก www.mua.go.th ในหัวข้อ อบรม : ศึกษาต่อ และขอความกรุณาส่ง
ใบสมัครไปที่ สำนักงานคณะกรรมการการอุดมศึกษา ทางโทรสารหมายเลข 02-354-5570 ภายใน
วันพฤหัสบดีที่ 12 พฤศจิกายน 2558 ทั้งนี้ สำนักงานคณะกรรมการการอุดมศึกษาขอสงวนสิทธิ์ในการ
พิจารณาเสนอชื่อผู้สมัครที่ส่งเอกสารถูกต้อง ครบถ้วนและจัดส่งถึงสำนักงานคณะกรรมการการอุดมศึกษา
ภายในเวลาที่กำหนดเท่านั้น

จึงเรียนมาเพื่อโปรดทราบและโปรดเผยแพร่ให้ผู้สนใจทราบโดยทั่วกันด้วย จะขอบคุณยิ่ง

See no. กส.

- ๑. เพื่อสมัคร
- ๒. เสนอขอ อีเมลล์ เพื่อสมัคร
- ๓. ขอสงวนสิทธิ์ในใบสมัคร



Sw. มน
๑ มพ ๕๘

ณัฐ อังพจน์

ขอไม่เผยแพร่เอกสาร มคอ. มคอ. ๓ มีพินิจ
ในชั้นเรียนในสังกัดเลข ๒๐ ชื่อผู้ไม่ดูจนหมด

สำนักยุทธศาสตร์อุดมศึกษาต่างประเทศ
กลุ่มพัฒนาความเป็นศูนย์กลางอุดมศึกษานานาชาติ
โทร. 0 2610 5463 โทรสาร 0 2354 5570

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๓ มพ. ๕๘

ทรงเม/มคอ. กมด. อังพจน์/มคอ.

๑๖ มพ ๕๘

(ผู้ช่วยศาสตราจารย์รุจา ทิพย์วาริ)

(๓๓) เลขบอ. ๐๙๓๖
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COURSE OUTLINE



Regional Training Programme on *Achieving an Effective Staff Training and Development Programme*

Certified System Quality
ISO 9001

RATIONALE

Adult learning is a continuous process. For employees of organizations, it may come as informal or experiential if the acquisition of knowledge or skill comes from the initiatives of employees themselves or when learning is directly guided by their supervisors in their actual work environment. It becomes formal if learning is intentionally provided by employers targeting specific employees for specific tasks, contents, and time frames. Formal adult learning, which is interchangeably referred to by other organisations as andragogy, staff development, or professional development, falls within the organisation's human resource development plans and programmes particularly under training and development. Staff development is vital in the operations of any organization. It may be a costly investment in the present economic situations but the cost-benefit allows greater chance for employers to achieve greater productivity and where employees are afforded greater satisfaction and better performance. Besides organizational productivity and employee's high performance, an effective staff development and professional growth provides employee satisfaction, encourages retention and steps up employee morale and relations.

Staff development becomes effective when people involved in training and development are well-equipped with the right training plans and programmes. Because it is an investment, training coordinators must possess competency in designing, handling and assessing training activities that are timely which are implemented with necessity, strategic methods and appropriate approaches. The HR Council for the Non-Profit Sector of the Government of Canada (2014) says that, "Employee development is a shared responsibility of management and the individual employee. The responsibility of management is to provide the right resources and an environment that supports growth and development needs of the individual employees." Training and development therefore should be considered as a key functional part of the organizational system that continuously provides capability development programmes for all its human resource.

This training programme intends to equip the participants with the necessary knowledge and approaches that will enhance their skill and competency in managing professional training and development programmes for in-house personnel.

OBJECTIVES

At the end of this course, the participants must be able to:

1. Explain the different human resource development concepts and terminologies applied in designing, implementing, monitoring and assessing effective training and development programmes
2. Execute proper job analysis and training needs assessment activities
3. Design, implement and evaluate a well-delivered training programme
4. Identify the requirements for conducive training environment
5. Formulate at least one (1) well-crafted staff development programme plan and design

CONTENTS

1. Overview of Human Resource Training and Development

Human Resource Development is a vital function of organizational management. It involves processes that provide every employee the right functions and tasks in a right work environment for their professional growth. This section of the training package introduces to the participants the key concepts and jargon of HRD as a significant function of management as a solution for organizational productivity and sustainability.

2. Training and Development In Southeast Asia

This session will allow the participants to share the trends and good practices of training and Professional Development programmes in their respective countries. The participant's country report will also include their organisational structures to familiarize all participants with the operations of educational institutions in each and every country.

3. Job Analysis and Training Needs Assessment

This section discusses the importance of the purpose of and the need for staff development. The topics are part of the first cycle in training and development which include job analysis and needs assessment wherein both concepts are important in understanding the gap between job requirements and the employee's actual knowledge, skill or competence.

4. Training Design and Development

This section of the training course tackles the crafting of the training general roadmap or plan of the training programme. It includes the determination of the learning objectives and sequences of subject contents; the approaches and methods of implementation training evaluation; training tools, instruments, venues and environment. In short, designing and developing all the necessary things that need to be done before, during and after the training programme.

5. Training Implementation and Evaluation

This section tackles the approaches and techniques in the actual delivery of the training programme, including post-training activities. It also focuses on the roles of facilitators in providing a safe and conducive learning environment and important roles of facilitators and coordinators. It will also discuss the four level of evaluating training programmes based on the theory of Kirkpatrick (Biech, 2014).

6. Staff Training and Development Programme Formulation

This session allows the participants to develop staff training programme in their organisations through action planning. Their output shall be presented, individually or grouped. This will form part of their organisation's initial step in implementing the staff training and development programmes which may be integrated in their respective organisation's operational plans.

TENTATIVE SCHEDULE

This course will run for Ten (10) days. It is scheduled to be delivered on 23 January – 04 February 2016.

DELIVERY METHOD

Real and meaningful participation serves as the operational principle in the implementation of the course. The approach shall be both didactic and experiential. It will consist of a deliberate combination of informative and guided instructions; group exercises; and individual collection, discussion and documentation of experiences.

EXPECTED OUTPUT

After undergoing this training programme, the participants should be able to develop at least one complete portfolio of a staff training and development plan which includes designing, organising, implementing, monitoring, and evaluating a training programme.

TARGET PARTICIPANTS

It is recommended that participants to this training programme are school heads in-charge of staff training and development, training officers and staff, and teachers *who have not enough background* in design, delivery, and managing training and development programmes; preferably with good command of the English language.

COURSE REQUIREMENTS

1. Each participant is required to submit country paper. For more information, please refer to the *Guidelines for Preparing a Country Paper* on Page 46 of the Training Information Guide. The country paper should also include the educational system of the country, and the existing visibility and image-building programme.
2. The participants should bring their institution's existing staff training and development programmes. The participants are required to bring their own wifi-enabled laptop computer.
3. Maximum age of 55, physically and medically fit to travel, and must comply with other requirements stipulated in the Training Nomination Form.
4. They are also requested to bring one (1) pair of sportswear in case of outdoor activity and one (1) pair of national dress of their own country to be used during the fellowship dinner and cultural night.

COURSE COORDINATOR

For further inquiries, please contact the Course Coordinator:

DR. MARCELINO C. GAPULTOS, JR.

Management Specialist / Quality Management Representative
SEAMEO VOCTECH Regional Centre
Jalan Pasar Baharu, Gadong BE1318
Brunei Darussalam

Tel No. : +(673) 244 7992 ext 402
Fax No. : +(673) 244 7955
Email : markgalpultos@voctech.edu.bn

REFERENCES

- Biech, Elaine. **Training for Dummies**, USA: Wiley Publishing, Inc., 2005
- Biech, Elaine, Ed., **ASTD Handbook: The Definitive Reference for Training and Development**, 2nd ed., USA: ASTD Press, 2014.
- Implementing an Employee Training and Development Programme**, Human Resource Council of Canada, hrcouncil.ca/hr.toolkit/learning-implementing.cfm
- Ivancevich, John M. and Michael T. Matteson, **Organizational Behavior and Management**, 5th Edition, USA: Irwin/ McGraw Hill, International Edition, 1999.
- Pattanayak, Biswajeet. **Corporate HRD**, New Delhi, India: Excel Books, 1998.

 Certified System Quality ISO 9001	BUSINESS FORM (Training & Professional Development Division)	TPD – 06 Rev: (08) 01/04/2015
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TRAINING NOMINATION FORM

(Note: Kindly read the instructions and requirements provided in the form and/or attachment. Thank you.)

1. Training Programme

COURSE TITLE

ACHIEVING AN EFFECTIVE STAFF TRAINING AND DEVELOPMENT PROGRAMME

DATE OF TRAINING 23 JANUARY - 04 FEBRUARY 2016	VENUE SEAMEO VOCTECH, BRUNEI DARUSSALAM
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2. Personal Information

TITLE <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/>	PARTICIPANT FULL NAME (Kindly write your SURNAME in BLOCK LETTERS)	NICKNAME (Written on your course ID)		
GENDER (Male/Female)	MARITAL STATUS (Single/Married/Widow)	DATE OF BIRTH (DD-MMM-YYYY)	**IDENTIFICATION CARD NUMBER (National ID/SSS/KTP/MyKad)	RELIGION
NATIONALITY	PASSPORT NUMBER	**PASSPORT DETAILS		PLACE OF ISSUE
	DATE OF ISSUE (DD-MMM-YYYY)	DATE OF EXPIRY (DD-MMM-YYYY)		
**MOBILE NO. (Country Code+Mobile No.)	**E-MAIL ADDRESS (Office or Personal E-mail Address)			

PLEASE INDICATE YOUR LEVEL OF COMPETENCIES USING THE SCALE "EXCELLENT, GOOD OR FAIR"				
English Language:	Writing	Speaking	Reading	Listening Comprehension
Computer Skills:	MS Word	MS Excel	MS Powerpoint	Internet Browsing

HAVE YOU EVER ATTENDED ANY **REGIONAL TRAINING PROGRAMME/S** OFFERED AT SEAMEO VOCTECH?

- YES If YES, please indicate the course title, date and year of conduct:
 NO

IMMEDIATE CONTACT PERSON TO BE NOTIFIED IN-CASE OF EMERGENCY	
NAME	RELATION (Spouse/Parents/Sibling/etc.)
MOBILE NO. (Country Code+Mobile No.)	TELEPHONE NO. (Country Code+Area Code+Telephone No.)

****Required field to be completed.**

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3. Professional Information

****HIGHEST QUALIFICATION**

Doctoral Master Bachelor Degree Higher National Diploma Diploma
 Others, please specify: _____

****AREA OF SPECIALISATION**

Education Research ICT Management Curriculum Business & Administration
 Engineering Mechanical Electrical Others, please specify: _____

JOB TITLE / DESIGNATION	OFFICE TEL & FAX NO. <small>(Country Code+Area Code+Number)</small>	**NO. OF YEAR/S OF WORK-RELATED EXPERIENCE Year/s
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COMPANY NAME & FULL ADDRESS
(Dept/Div/Unit/Faculty + Ministry/Institution + Street Name & Number + Municipality City + Province + Zip Code, Country)

****MAIN JOB RESPONSIBILITIES**

4. Dietary Requirements and Medical Restrictions

DIETARY REQUIREMENTS

None Muslim Vegetarian Others, please specify _____

MEDICAL RESTRICTIONS / PROBLEMS

YES NO If YES, please specify _____

5. Mode of Payment For Fee-Paying Participant/s Only

THE AMOUNT TO BE PAID TO SEAMEO VOTTECH FOR THE TRAINING FEE

BND1,500 per person (Local participant) USD2,000 per person (International participant)

KINDLY TICK THE MODE OF PAYMENT

Payment borne by: Ministry/Institution Own-self Others, please specify: _____
 Payment via: Electronic Transfer Bank Draft Others, please specify: _____

Account and address details:

Account Name	- SEAMEO VOTTECH Regional Centre
Account No.	- 01-001-001569-00
Bank	- Standard Chartered Bank (Main Branch)
Bank Address	- 51-55 Jalan Sultan, Bandar Seri Begawan BS8811, Brunei Darussalam
Swift/BIC Code	- SCBLBNBB

Applicant's Signature _____ I hereby certify that all facts stated above are true and correct. _____ Date

FOR OFFICE USE:

Classification of Participant

Full Scholarship Subsidised Scholarship Fee-Paying

****Required field to be completed.**

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INSTRUCTIONS

Registration Procedures and Requirements

1. Registration to the course must be at least three months before the course starts. Participants are required:
 - a. Maximum age of 55
 - b. Healthy and fit to travel and attend training overseas. Proven by certificate of health from Government Hospital is required. Pregnant woman is not advisable to attend training overseas (not applicable for Local Participant/s).
 - c. To register using the Training Nomination Form together with an official Nomination Letter issued by respective Ministry/Institution.
 - d. Please take note that Full Scholarship alumni who has attended our Regional Training Programmes before at SEAMEO VOCTECH, can only apply again for another course after **THREE YEARS** from the date of their last attended course. Fee-paying open to all.
2. International participants are required to submit a copy of passport details. The validity of the travel document has to be one year before the conducts of the training programme. SEAMEO VOCTECH will process in applying for a participant's Professional Visit and Visa here in Brunei Darussalam.
3. For fee-paying participants:
 - a. Acceptance to the training programme is on a first come, first served basis and return airline ticket / airfare shall be shouldered by the participant.
 - b. Method of payment: Cash, Electronic Transfer or Bank Draft. Duration of the cancellation fee after payment has been processed:
 - i. 30 days before the training period: 70% refundable
 - ii. 15 days before the training period: 50 % refundable
4. Any participant who does not complete the course for a valid reason will only receive a Certificate of Attendance, with the dates of attendance indicated on the document.
5. All participants of Scholarship/Subsidised Scholarship/Fee-paying recipients are provided with the same level of facilities and share similar responsibilities.
6. For inquiries and registration, please contact: Training and Professional Development Division at email address: training@voctech.edu.bn or fax to: +(673) 244-7955

CLASSIFICATION OF TRAINING PARTICIPANTS

1. Full Scholarship Participant
 The Government of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam grants full scholarship participants which is nominated by the Southeast Asian Ministers of Education Organisation (SEAMEO) member country and approved by the Centre to participate in regional training programmes. The SEAMEO member countries are entitled to send two scholarship participants, except from Cambodia, Lao PDR, Myanmar, and Vietnam (CLMV)
2. Subsidised Scholarship Participant
 A subsidised scholarship participant is nominated by the SEAMEO-member country in the Centre's regional training programmes. This subsidy is usually given to participants from CLMV countries since they are allowed to send only one participant. One extra participant can be nominated under this category.

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3. Fee-Paying Participant

A fee-paying participant shoulders all the training and other related expenses. He/she can be nominated by the SEAMEO-member country or can be an individual who wants to attend the training programme.

For more explanation on the classification package, please see Table 1.

Component	Full Scholarship	Subsidised Scholarship	Fee-paying	
			Local (BND 1,500)	International (USD2,000)
Training Fee	SV	SV	RM/I	RM/I
Training Kits	SV	SV	Included in the fee	Included in the fee
Airfare	SV	RM/I	NA	RM/I
Airport courtesies	SV	SV	NA	SV
Accommodation (twin-sharing basis)	SV	SV	NA	Included in the fee
Tea Breaks (AM & PM)	SV	SV	SV	SV
Lunch	SV	RM/I	Included in the fee	Included in the fee
Allowance / Per Diem	SV	RM/I	RM/I	RM/I
Travel Insurance	SV	RM/I	RM/I	RM/I
Accidental Insurance	SV	RM/I	NA	Included in the fee
Immigration & Visa Processing	SV	SV	NA	SV
Other social support services	SV	SV	SV	SV

NOTE:

- SV** : SEAMEO VOTTECH
RM/I : Respective Ministry/Institution
NA : Not Applicable



GUIDELINES FOR PREPARING A COUNTRY PAPER



PURPOSE OF COUNTRY PAPER

The participants of the Regional Training Programme who are on SEAMEO VOCTECH Scholarships and Subsidised are required to present a Country Paper. The purpose of the Country Paper Presentation is to introduce each country's education system, its practices, issues and challenges, and future directions, to their counterparts from the other countries. SEAMEO VOCTECH considers this sharing session as one of the best learning experiences the participants will encounter in the programme.

SCOPE

In preparing the country paper, the following guideline must be followed.

1. **Title Page** (*title of the paper, country, author(s), and date*)
2. **Abstract** (*not more than 200 words*)
3. **Contents / Topics:**
 - 3.1 Country Profile
 - 3.2 Education System
 - 3.2.1 General Structure of the Education System
 - 3.2.2 Structure of Vocational and Technical Education and Training System
 - 3.3 Relevant Data (*enrolment, graduates, drop outs, employment of graduates, etc.*)
Note: The data can be presented under other topics as support information.
 - 3.4 Current Practices, Major Issues and Challenges, and Future Directions
 - 3.5 Current Practices Related to the Course
 - 3.6 Others, if any (*to be specified by the Course Coordinator*)
4. **References** (*indicate the sources of information*)

FORMAT

The format of the country paper must follow the specifications given below:

Content Font	:	<i>Century Gothic, Font size: 12, Spacing: single, Paragraph Spacing: double</i>
Main Title and Sub-Title Font	:	<i>The author is free to choose the font and the font size.</i>
Length	:	<i>Maximum 10 pages of A4 paper including properly labelled figures and tables</i>
Margins	:	<i>1" all sides with justification</i>

SUBMISSION PREFERENCE

Submission of the country paper (preferably softcopy) in MS Word, along with the PowerPoint Slide Presentation could be sent through the email address: hazleyana.othman@voctech.edu.bn