



## **TRAIN-THE-TRAINER (TTT) FOR SAFE HANDLING OF FORKLIFT TRAINING**



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

**Course Title:** Train-The-Trainer (TTT) for Safe Handling of Forklift Training

**Course Validity:** 3 Days

**Validity:** 3 Years

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This 3-day Train-The-Trainer (TTT) program prepares participants to become certified trainers in the safe operation of forklifts. The course combines theoretical knowledge, practical demonstration skills, and training methodologies to enable participants to effectively train forklift operators. The program emphasizes safety, operational efficiency, and compliance with regulatory requirements.

## **OBJECTIVE(S):**

- Understand forklift operations, safety principles, and regulatory requirements.
- Develop effective training and facilitation skills for forklift safety.
- Learn to identify and mitigate risks associated with forklift operations.
- Gain confidence to conduct engaging and impactful forklift safety training sessions.
- Enhance participant evaluation and feedback techniques.

## **TARGET GROUP(S):**

- Safety officers and supervisors.
- Forklift operators aspiring to become trainers.
- HR and training personnel responsible for workplace safety.
- Anyone tasked with providing forklift safety training.

**ENTRY REQUIREMENT(S):**

- Able to read, write, and communicate verbally in Malay/English.

**TOPIC(S):**

1. Fundamentals of Forklift Operations and Safety.
2. Principles of Training and Adult Learning Techniques.
3. Safe Forklift Operation Practices and Risk Management.
4. Demonstration Techniques for Forklift Training.
5. Developing and Delivering Forklift Safety Training Sessions.
6. Evaluation and Feedback for Forklift Operators.

**LIST OF REFERENCE BOOK(S):**

- Forklift Safety Guidelines (e.g., OSHA Standards).
- Training Manual for Forklift Operations.
- ISO 45001:2018 Occupational Health and Safety Management.

**LIST OF TEACHING AID(S):**

- Forklift equipment for practical demonstrations.
- Training videos and simulation tools.
- LCD projector and computer.
- Whiteboard with accessories.

**METHODOLOGY(S):**

- Lecture.
- Hands-on forklift operation and safety practice.
- Group discussions and feedback sessions.

## TRAINING SCHEDULE

### Day 1

Time	Activity/Topic
8:30 am - 9:00 am	Registration and Introduction
9:00 am - 10:30 am	Topic 1: Fundamentals of Forklift Operations and Safety
10:30 am - 10:45 am	<b>Morning Tea Break</b>
10:45 am - 12:30 pm	Topic 2: Principles of Training and Adult Learning Techniques
12:30 pm - 1:30 pm	<b>Lunch Break</b>
1:30 pm - 3:30 pm	Topic 3: Safe Forklift Operation Practices and Risk Management
3:30 pm - 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm - 5:00 pm	Practical Session: Identifying Hazards in Forklift Operations

## TRAINING SCHEDULE

### Day 2

Time	Activity/Topic
8:30 am - 9:00 am	Recap of Day 1
9:00 am - 10:30 am	Topic 4: Demonstration Techniques for Forklift Training
10:30 am - 10:45 am	<b>Morning Tea Break</b>
10:45 am - 12:30 pm	Group Activity: Developing a Forklift Training Module
12:30 pm - 1:30 pm	<b>Lunch Break</b>
1:30 pm - 3:30 pm	Practical Session: Hands-On Forklift Operation Training
3:30 pm - 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm - 5:00 pm	Role-Playing: Delivering a Forklift Training Session

## TRAINING SCHEDULE

### Day 3

Time	Activity/Topic
8:30 am - 9:00 am	Recap of Day 2
9:00 am - 10:30 am	Topic 5: Developing and Delivering Forklift Safety Training Sessions
10:30 am - 10:45 am	<b>Morning Tea Break</b>
10:45 am - 12:30 pm	Topic 6: Evaluation and Feedback for Forklift Operators
12:30 pm - 1:30 pm	<b>Lunch Break</b>
1:30 pm - 3:30 pm	Final Practical: Conducting a Forklift Training Session
3:30 pm - 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm - 5:00 pm	Final Assessment and Feedback on Training Techniques