SYNOPSES OF THE COURSE MODULES IN PDC 1 AND PDC 2

S/N	Certifications	Classroom Facilitated Learning	E-learning (Asynchronous)	No. of Hours
PDC 1	**Post-Diploma Certificate in Coaching and Stakeholder Management** (100-hour CoPC + 20-hour CoPSGLE)			
Module 1	Curriculum Principles and Understanding the Learner	34	16	50
Module 2	Strategies in Coaching	28	12	40
Module 3	Managing and Engaging Stakeholders (20-hour **CoPSGLE)**	14	6	20
Module 4	Practicum 1 (for Coaching and Stakeholder Management)	8	2	10
	Total hours for PDC 1			**120**
PDC 2	**Post-Diploma Certificate in Guidance and Facilitation Skills**			
Module 1	Facilitating Diverse Learners	23	12	35
Module 2	Resource Evaluation and Assessment for Differentiated Learning	27	13	40
Module 3	Guidance and Ethics for Social Support and Professional Growth	38	17	55
Module 4	Practicum 2 (for Guidance and Facilitation Skills)	8	2	10
	Total hours for PDC 2			**140**

PDC 1 in Coaching and Stakeholder Management

COPC
Module 1: Curriculum Principles and Understanding the Learner The module enables trainees to understand the profile and learning styles of their clients. It identifies the social and emotional developmental stages in individual clients so as to enhance and support their knowledge/ bridge skill gaps Trainees are equipped with fundamental knowledge on how a curriculum is developed and the rationale vis-à-vis the organization's goals and learning goals. They will be able to apply these principles when developing coaching strategies.
Module 2: Strategies in Coaching This module aims to provide tried and tested ways of coaching a small group of clients. Coaching skills based on the client profile and programme goals will be covered. Skills in monitoring the learning and evaluating outcomes vis-à-vis programme goals will also be covered in this module.
COPSGLE (incorporated as Module 3 in PDC1)
Module 3: Managing and Engaging Stakeholders The module enables trainees to use approaches and skills to engage and develop a positive relationship with internal and external stakeholders. Trainees will also be able to apply practical partnership models, which ensure that the relationship supports a growth learning environment within self and others.
Module 4: Practicum 1 (for Coaching and Stakeholder Management) Trainees will apply the knowledge and skills to coach small groups at the workplace. The aim is to develop trainees into reflective practitioners so that they can further enhance their skillsets to plan and deliver effective programmes through coaching.

PDC 2 in Guidance and Facilitation Skills

COPFS + COPGSP
Module 1: Facilitating Diverse Learners This module deepens the understanding and appreciation of diverse learners in a complex environment through the underpinning knowledge of brain and behaviour, and the impact on the social-emotional and cognitive development of the learner. Trainees are thus hone the diversity of strategies that are employed to be an effective facilitator. Trainees are equipped with strategies in facilitating the training of an individual or a small group of clients. The importance of leading effective facilitation, and facilitating using IT, will be covered in this module. Facilitation of diverse clients, peer support and evidence-based methodology will also be emphasised in this module.
Module 2: Resource Evaluation and Assessment for Differentiated Learning This module aims to equip trainees to plan learning delivery, evaluate materials and resources available, and understand the fundamentals of sound planning principles for learning experiences. In addition, trainees will deepen understanding of curricula from a client-centric view and apply sound diagnostic assessment and how to conduct effective assessments. The emphasis will be on creating differentiation to meet the distinct needs in a workplace setting. Selection of evaluation and monitoring methods will also be covered to make informed decisions in planning. The curation of online resource development will also be introduced to the learners in this module.
Module 3: Guidance and Ethics for Social Support and Professional Growth This module aims to equip trainees with effective communication skills to create a network of support for self and clients. The trainees will enhance their problem solving and decision making skills to support their clients. They will start a journey to continue honing life-long learning attributes and guidance skills, on ethical responsibility for personal and professional growth in a complex environment.
Module 4: Practicum 2 (for Guidance and Facilitation Skills) Trainees will apply the knowledge and skills to facilitate the training of small groups at the workplace with emphasis on differentiated guidance and support. The aim is to develop trainees into reflective practitioners so that they can further enhance their skillsets to plan and deliver effective programme and communicate effective and structured feedback to their clients.