

INSTITUT KEUSAHAWANAN NEGARA BERHAD
TRAINER REVIEW SESSION FORMAT
FOR PROGRAM USAHAWAN PERANTIS (SPACE) - ASAS

PART A: COMPANY PROFILE

Company/Business Name	:	
Registration No	:	
Year Incorporated	:	
Type of Business Activity	:	
Industry	:	
Address & Phone No	:	
Shareholder(s)/ Partner(s) & Highest Academic Qualifications & Working Experience	:	1. Name Education Position Experience
Coaches and Assistant Coaches Line up & Specialisation, Highest Academic Qualifications & Working Experience	:	2. Name Education Position Experience
	:	3. Name Education Position Experience
Last year turnover (2024)	:	RM XXXX
Full Employee(s)	:	XX employees
Experience in industry	:	XX years
Experience in training	:	XX years
Track Record	:	<u>Business to Consumer (B2C)</u> 1. 2. <u>Business to Business (B2B)</u> 1. 2.

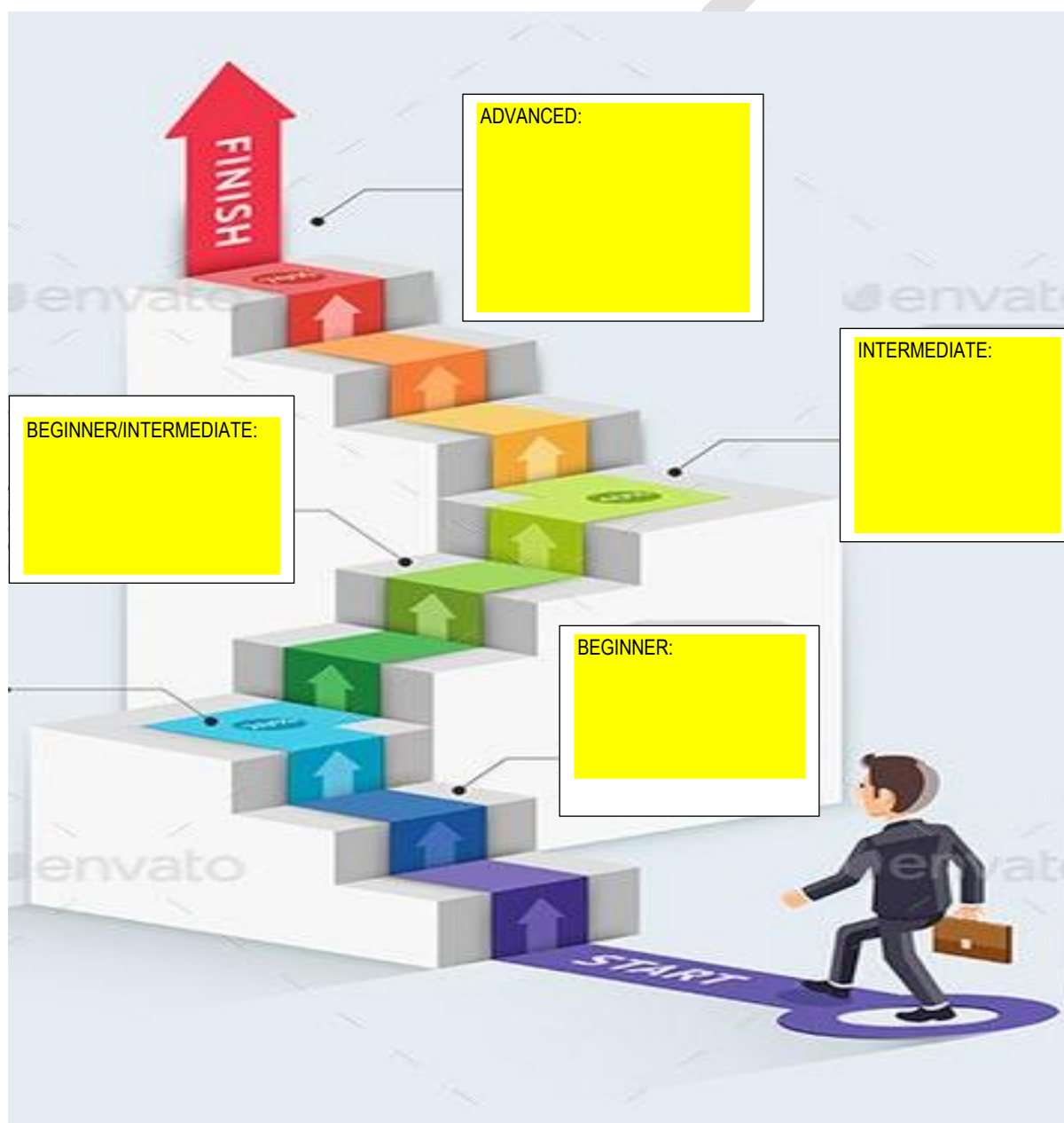
PART B: TRAINING AND COACHING TENTATIVE INSTRUCTIONAL GUIDE & OUTCOMES

i. PROGRAMME SPECIFICATIONS

As a guideline for entrepreneurs, we recommend you to include (in the form of a road map as an example in page 3) to enable participants, to see clearly how your module will help them. Also, what other related modules that will help them to complete the course.

EXAMPLE: PLANNING TIMELINE ROADMAP

GOAL:



ii. **PROGRAMME TENTATIVE (TRAINING)**

TIME	DAY 1	DAY 2	DAY 3
0830-0900 am	REGISTRATION		
0900-1000 am	SLOT 1 :	SLOT 7 :	SLOT 13 :
1000-1030 am	BREAK	BREAK	BREAK
1030-1130 am	SLOT 2 :	SLOT 8 :	SLOT 14 :
1130-1230 am	SLOT 3 :	SLOT 9 :	SLOT 15 :
1230-0100 pm	SLOT 4 :	SLOT 10 :	SLOT 16 :
0100-0215 pm	LUNCH	LUNCH	LUNCH
0215-0330 pm	SLOT 5 :	SLOT 11 :	SLOT 17 :
0330-0400 pm	BREAK	BREAK	BREAK
0400-0530 pm	SLOT 6 :	SLOT 12 :	SLOT 18 :
	PROGRAMME END	PROGRAMME END	PROGRAMME END

**This programme tentative is just a guide. Any changes are subject to your actual module delivery*

iii. INSTRUCTIONAL GUIDE (TRAINING)

IMPORTANT: PLEASE DEVELOP FOR ALL 3 DAYS (SLOT 1 – SLOT 18)

SLOT	TIME	DURATION	TITLE	LEARNING OUTCOME	ACTIVITY	MATERIAL
	0830-0900am	30 min	REGISTRATION			
1	0900-1000am	60 min	Slot 1 :		•	•
	1000-1030am	15 min	AM BREAK			
2	1030-1130am	60 min	Slot 2 :		•	•
3	1130-1230am	60 min	Slot 3 :		•	•
4	1230-0100pm	30 min	Slot 4:		•	•
	1.00pm-0215pm	75 min	LUNCH			
5	2.15pm-0330pm	75 min	Slot 5 :		•	•
	3.30pm-0345pm	15 min	PM BREAK			
6	3.45pm-5.30pm	135 min	Slot 6 :		•	
			End of the Session		•	•

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iv. **PROGRAMME TENTATIVE (3x COACHING)**

TIME	SESSION 1	TIME	SESSION 2
1 st Hour	REVIEW PROGRESS OF PARTICIPANTS (Progress and achievement of participants)	1 st Hour	REVIEW PROGRESS OF PARTICIPANTS (Progress and achievement of participants)
2 nd Hour	COACH ACTION PLAN (List Down) Example: Identify the core issues of all participants individually	2 nd Hour	COACH ACTION PLAN (List Down)
TIME	SESSION 3		
1 st Hour	REVIEW PROGRESS OF PARTICIPANTS (Progress and achievement of participants)		
2 nd Hour	COACH ACTION PLAN (List Down)		

**This programme tentative is just a guide and may differ according to programme. Any changes are subject to your actual module delivery.*

(SPACE-ASAS 2025– 3x coaching)

v. INSTRUCTIONAL GUIDE (3x COACHING)

SESSION	TIME	DURATION	TITLE/TOPIC	LEARNING OUTCOME	ACTIVITY
1					
2					
3					

PART C: PROPOSED COSTING

NO	ITEM	COST PER UNIT (RM)	UNIT	TOTAL COST (RM)
Delivery for 150 pax (Training) and 50 pax (Coaching)				
1	Training – 3 days per class (3 classes X 50 pax) / (1 class X 150 pax)			
2	Workshop 2 days 1 night (50 pax)			
3	Coaching Fee – (50 pax x 3 times)			
4	Pitching Secretariat Function – 150 pax			
5	Internet Allowance (if relevant)			
6	Misc			
Total RM				

**Cost per head RMXXX
negotiation**

Note: The costing is subject to further