

# FORKLIFT TRAIN THE TRAINER COURSE

( 3 Days Course )

HRDCorp SBL Khas Course Series No: 10001187615



## Join our 3 Days Face to Face Certification Program as a **Certified Forklift Instructor**

When you are a Trained and Certified Forklift Instructor, you can:

- Train new employees as soon as they are hired.
- Retrain forklift workers when their three-year certification expires.
- Avoid the shutdown time and costs for external training.
- Help organization accelerate your career growth.
- Save time and money on forklift training.

### Venue & Date:

UNISEL, Auditorium UNISEL, Section 7, Shah Alam. Selangor  
FR Training Center / UMW Shah Alam

### Fees:

RM 3,798 per participant (HRDCorp SBL Khas Claimable)

**Contact : Eddy / Nur Hidayah**

**03-60385838 / 013-5127777**

**Email: eddy@penyediaLatihan.com**

### Training Collaboration



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## **Introduction**

Forklift Train the Trainer Course is a course that is specially designed to help the Internal and External trainers in improving their knowledge and skills for training others in operating forklift and other lift trucks. As per OSHA United States Department of Labour 29 CFR 1910.178(l)(2)(iii) states: *All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.*

In this Course, all the untrained Forklift Trainers shall have the required knowledge, skills and training needed to be a Certified Forklift Facilitator. At the end of the course, the participants performance shall be evaluated by the appointed accredited Certification Body.

## **Main Benefits To You and Organization**

When you are a Trained and Certified Forklift Instructor, you can:

- Train new employees as soon as they are hired.
- Retrain forklift workers when their three-year certification expires.
- Avoid the shutdown time and costs for external training.
- Help organization to reduce accidents in workplace.
- Learn the Best Teaching Practices, Save time and money on forklift training.

## **Forklift Instructor Certificate**

Forklift Instructor Certificate shall be issued by the appointed accredited Certification Body after passed the evaluation. The number of CEP points shall be updated only after application approved by Department of Safety and Health (DOSHS), Malaysia.

## **Target Participants**

Current informal Internal Forklift Trainer, External Forklift Trainer, Safety Officers, Safety Coordinators, Warehouse Supervisors, Logistics Supervisors, and Experience Forklift Operators that can be an Internal Trainer or Certified Forklift Trainer/Instructor.

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## **Training Objectives**

- ✓ Able to provide theory and practical training to experience and new Forklift operators as soon as they are hired and attached in your Warehouse. (No need to shutdown operations for external trainer to provide training).
- ✓ Able to address the right behavioural and defensive approach.
- ✓ Have adequate knowledge in training and guiding your Forklift operator in performing daily operations, daily Pre-inspection and Maintenance.
- ✓ To ensure compliance in OSHA 1994 requirement in training.
- ✓ Able to guide the operators in creating quality Safety Checklist by applying QR code scanning.
- ✓ Able to guide Forklift operators in performing Covid-19 sanitization before use the forklift, as well as perform RIGHT ergonomic and manual handling methods as per OSHA Manual Handling Guidelines 2018.
- ✓ Able to evaluate operators performance.
- ✓ Able to be a Qualified Internal or External Forklift Trainer.

## **Methodology**

Lecturing, Slides Presentation, Video Presentation, Discussion, Case Study, Test/Quiz and Final Certification by Certification Body (on Day 3).

Training shall be conducted in Face to Face method only.

# **FORKLIFT TRAIN THE TRAINER COURSE**

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## **Course Outline – Day 1**

**Opening Talk by Department of Safety & Health (DOSH) Officer and Appointed Trainer from Forklift Manufacturer.**

### **Module 1 (Theory)**

- Introduction to Forklift / Reach Truck functions and its limitations
- Review of OSHA 1994 Requirements
- Major causes of accidents related to forklift trucks

### **Module 2 (Theory)**

- Right Behavioural and Defensive driving techniques.
- Types of hazards and minimizing risks.
- Load Balance and Weight Capacity.
- Maintaining a safe SPEED !
- *Shisa Kanko* (a way to avoid accident).
- Ergonomic & Manual Handling for Forklift Drivers.  
(Reference : OSHA Guidelines 2018, ERA 2017).

### **Module 3 (Theory)**

- The importance and steps in Forklift Daily Maintenance, Self Inspection and Covid-19 Sanitization.

### **Module 4 (Theory)**

- Training Written Test

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## **Course Outline – Day 2**

### **Module 5 (Theory & Practical)**

- Understand the audience needs and wants.
- Preparing of the Training Manuals.
- Guidelines in creating Paperless Daily Self Inspection Checklists by using QR Code + eForm.

### **Module 6 (Theory & Practical)**

- Designing multiple types of Tracks for Forklift Skills Test.

### **Module 7 (Practical)**

- Understand the Forklift key components and checkpoints.

## **Course Outline – Day 3**

### **Module 8 (Theory and Practical)**

- How to conduct Forklift Operating Skills Test (Evaluate operator's performance).
- How to setup Forklift Track Arrangement Test
- How to perform Forklift Maintenance Skills Presentation

### **Module 9 (Theory and Practical)**

- Practical Verification & Assessment by appointed Accredited Certification Body.

## **Venue**

**Venue:** UNISEL, Section 7, Shah Alam. Selangor.

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## Tentative Program for Day 1

DATE	TIME	ACTIVITIES	ACTION BY
DAY 1	8.55 AM - 9.00 AM	Arrival / Registration	<i>Trainees</i>
	9.00 AM - 9.15 AM	Introduction	<i>Trainer</i>
	9.15 AM - 10.15 AM	<b>Module 1</b>	<i>Trainer</i>
	10.15 AM - 10.30 AM	Morning Tea Break	
	10.30 AM - 12.00 PM	<b>Module 2</b>	<i>Trainer</i>
	12.00 PM - 1.00 PM	<b>Module 3</b>	<i>Trainer</i>
	1.00 PM - 2.00 PM	Lunch Break	
	2.00 PM - 3.00 PM	<b>Module 3</b>	<i>Trainer</i>
	3.00 PM - 4.00 PM	<b>Module 4</b>	<i>Trainer</i>
	4.00 PM - 4.15 PM	Afternoon Tea Break	
4.15 PM - 5.00 PM	Q&A / Assessment	<i>All Trainees</i>	

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( 3 Days Course )

HRDCorp SBL Khas Course Series No: 10001187615

## Tentative Program for Day 2

DATE	TIME	ACTIVITIES	ACTION BY
DAY 2	8.55 AM - 9.00 AM	Arrival / Registration	<i>Trainees</i>
	9.00 AM - 9.15 AM	<b>Module 5</b>	<i>Trainer</i>
	9.15 AM - 10.15 AM	<b>Module 5</b>	<i>Trainer</i>
	10.15 AM - 10.30 AM	Morning Tea Break	
	10.30 AM - 12.00 PM	<b>Module 6</b>	<i>Trainer</i>
	12.00 PM - 1.00 PM	<b>Module 6</b>	<i>Trainer</i>
	1.00 PM - 2.00 PM	Lunch Break	
	2.00 PM - 3.00 PM	<b>Module 7</b>	<i>Trainer</i>
	3.00 PM - 4.00 PM	<b>Module 7</b>	<i>Trainer</i>
	4.00 PM - 4.15 PM	Afternoon Tea Break	
	4.15 PM - 5.00 PM	Q&A / Assessment	<i>All Trainees</i>

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## Tentative Program for Day 3

DATE	TIME	ACTIVITIES	ACTION BY
DAY 3	8.55 AM - 9.00 AM	Arrival / Registration	<i>Trainees</i>
	9.00 AM - 9.15 AM	<b>Module 8</b>	<i>Trainer</i>
	9.15 AM - 10.15 AM	<b>Module 8</b>	<i>Trainer</i>
	10.15 AM - 10.30 AM	Morning Tea Break	
	10.30 AM - 12.00 PM	<b>Module 8</b>	<i>Trainer</i>
	12.00 PM - 1.00 PM	<b>Module 9</b>	<i>Trainer</i>
	1.00 PM - 2.00 PM	Lunch Break	
	2.00 PM - 3.00 PM	<b>Module 9</b>	<i>Trainer</i>
	3.00 PM - 4.00 PM	<b>Module 9</b>	<i>Trainer</i>
	4.00 PM - 4.15 PM	Afternoon Tea Break	
	4.15 PM - 5.00 PM	<i>Test &amp; Assessment</i>	<i>All Trainees</i>



# Trainers Profile

## Dr. Mohd Fadzil bin Harun

PhD (UPSI), MBA (UUM), HRDCorp TTT No. 7855.

**Dr. Mohd Fadzil bin Harun** (IC No: 661107-08-5103) has more than 20 years industrial experience in Supply Chain, Warehouse and Logistics operations. He earned his PhD in Warehousing and Logistics from Universiti Pendidikan Sultan Idris . He also possess Master of Business Administration from Universiti Utara Malaysia. He is a Certified Trainer under HRDCorp, Certified Forklift & Reach Truck Trainer and Certified Overhead Crane Trainer.



As an experience Consultant and Trainer, Dr. Mohd Fadzil involves in setting-up many New Warehouses for various industrial background such as E-commerce, Automotive, FMCG, Hard disk drives, Electronics and 4th-party Logistics. He is also working as a trainer under FFM, IEM and possess Teaching Permit issued by the Ministry of Education. He is also had directly involved in the implementation of Lean Distribution through-out Malaysia (e.g. for Massimo Bread), GDP, ISO9001, ISO27001, ISO14298, ISO45001, EMS and ISO 37001 (ABMS).

On top of the above, Dr. Mohd Fadzil as Certified Forklift Trainer, contributes in Safety Forklift & Reach Truck training as well. Dr. Fadzil also had been appointed as an Industrial Advisor for local Universities (such as for UNISEL & DRB HICOM University programs). He also involves in modules writing and working as a Part time lecturer and Academic Facilitator for local Universities such as UMP, UTM Space, DRB-HICOM University, Open University, UUM and Asia e-University. His lectures involves in OSHA, Warehouse Management, Lean Management, Vendor Management, Vendor Development, Operational Management and Supply Chain Management for Diploma, Degree as well as Master students. His industrial trainees includes from Petronas, Cryovac (M) SB, Syarikat Air Johor Berhad, Puncak Niaga Berhad, CCM Pharmaceuticals, Malaysian Helicopter Services, ABB (Msia) Sdn Bhd, Bagus Marketing SB, Guinea Foods (Ayam brand), Pasaraya Borong Sakan, B Braun, Hunter Douglas (M) SB, FEC Cable, Nurachem SB, Sanko Sangyo (M) SB, Mersk SB, Pos Logistics Berhad, GE Engine Services Malaysia SB, Cummins Scott & English SB, Aeroline SB, Topaire SB, KPJ, Gleneagles, IceHoliday TCIM, George Kent (M) SB, Tenaga Nasional Berhad, PT Pundi Kencana (Indonesia), Cold Chain Network SB, DB Schenker (M) SB, SME Aerospace Sdn Bhd and others.

## Co-Trainers

Trainers From Forklift & Material Handling Equipment Manufacturer (Linde Material Handling (M) Sdn Bhd) and Officer from Department of Safety and Health (DOSH), Malaysia.

# Fees & Registration

## Course Fees (3 Days Professional Certificate Course)

**RM 3,798.00 per participant**

Our fees includes the Training Materials, Easy to Follow Facilitator Kits, Editable Facilitator Slides, Certified Instructor Certificate, Certified Instructor Card and food and refreshment during the training. All the fees are Claimable under HRD Corp Fund (SBL Khas).

## Training Schedule

1. Validity of Proposal / Quotation : 60 Days
2. Term of Payment : Online Banking or 100% Claimable Under HRD SBL-Khas.

## Registration

Please Call us at 03-6038.58.38 or Email the Registration Form below to : [eddy@penyediaatihan.com](mailto:eddy@penyediaatihan.com)

### REGISTRATION FORM

Hi, please register as per below :

Subject : FORKLIFT TRAIN THE TRAINER COURSE (3 Days Course)

Total No. of Participant : .....

Company Name : .....

Company Address : .....

.....

.....

HR Contact Person : .....

HR Contact Number : ..... Email .....

### Training Collaboration



# Among The Successful Trainees from:



PETRONAS



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A Subsidiary of PETRONAS Chemicals Group

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MYDIN MOHAMED HOLDINGS BHD



DRB-HICOM



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Padiberas Nasional Berhad



MYCRON STEEL CRC SDN. BHD.



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# Popular HRDCorp Claimable Courses in 2024

## PUBLIC TRAINING PROGRAM

*Fees : All the fees below inclusive of SST, Certificates etc. for companies in Selangor / Kuala Lumpur*

**Click for TTV**

### OSH Coordinator Course (3 Days)

RM 660 per participant (Selangor, KL & other states)



[Click here to Request Module & Quotation](#)

### Safety and Health Committee Training (1 Day)

RM 700 per participant (UNISEL, Shah Alam)



[Click here to Request Quotation](#)

### HIRARC & OSHA (Amendment) Act 2022 (2 Days)

RM 1200 per participant (UNISEL, Shah Alam)



[Click here to Request Quotation](#)

### Forklift Skills, Safety & Daily Maintenance (1Day)

RM 380 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

### First Aid, CPR & AED Course (1 Day)

RM 380 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

### Fire Fighting and Emergency Res. Team (1 Day)

RM 480 per participant (UNISEL, Shah Alam)



[Click here to Request Quotation](#)

## Professional Certificate

### Forklift Train The Trainer (3 Days)

RM 3,798 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

## Professional Certificate

### Reach Truck Train The Trainer (3 Days)

RM 3,798 per participant (UNISEL, Shah Alam)



[Click here to Request Quotation](#)

Contact Eddy / Nur Hidayah : 03-6038.58.58, 013.512.7777 OR 018-262.3723

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# Popular HRDCorp Claimable Courses in 2024

## IN-HOUSE TRAINING PROGRAM

( Venue: at your own premise )

*Fees : All the fees below inclusive of SST, Certificates etc. for companies in Selangor / Kuala Lumpur.*

**Click for TTV**

### OSH Coordinator Course (3 Days)

RM 12,800 for 10 to 30 Staffs (at your premise)



Click here to Request Module & Quotation

### Safety and Health Committee Training (1 Day)

RM 3,400 for 30 participants (at your premise)



Click here to Request Quotation

### HIRARC & OSHA (Amendment) Act 2022 (2 Days)

RM 6,800 for 30 participants (at your premise)



Click here to Request Quotation

### Forklift Skills, Safety & Daily Maintenance (1Day)

RM 3,400 for 30 participants (at your premise)



Click here to Request Module & Quotation

### First Aid, CPR & AED Course (1 Day)

RM 3,400 for 30 participants (at your premise)



Click here to Request Module & Quotation

### Fire Fighting and Emergency Res. Team (1 Day)

RM 3,400 for 30 participants (at your premise)



Click here to Request Quotation

### Overhead Travelling Crane (1 Day)

RM 3,400 for 30 participants (at your premise)



Click here to Request Quotation

### Ergonomic & Manual Handling in Workplace (1 Day)

RM 3,400 for 30 participants (at your premise)

Click here to Request Module & Quotation

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