

# Introduction to Feuerstein<sup>®</sup> Train-The-Trainer Program (Structured Writing Methodology, Cognitive Enhancement with Presentation Skills)

## Overview

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**Introduction** This document serves as an introduction to the Feuerstein<sup>®</sup> Train-The-Trainer (Structured Writing Methodology, Cognition Enhancement with Presentation Skills) programme. It will start by explaining what are the problems faced by trainers and how to overcome it. Lastly it will mention what are the steps that could be taken to tackle this problem.

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**Contents** This document contains the following topics:

- Problems faced in training
- What is Structured Writing?
- What is Feuerstein<sup>®</sup> Instrumental Enrichment<sup>®</sup> program?
- What is Presentation Skills
- Feuerstein<sup>®</sup> Train-The-Trainer course structure.

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## Problems Faced in Training

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### Three types of problems

Basically the problems faced by a trainer consist of three parts i.e. technical, cognition and presentation. Each of the parts are described below:

- The technical part refers to the ability to structure and present information clearly to the participants.
  - The cognition part refers to the ability to think and formulate clear and relevant ideas.
  - The presentation part refers to the ability to conduct the training effectively to the participants.
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### Technical problem

#### Common technical problems

Trainers are required to develop training materials (training manual, handouts and slides). The few common problems found in training material developed are:

- Training manuals that are exactly the same as the slides, as such there are insufficient reading materials to support the training programme
- Training contents (especially those developed by subject matters experts) that are not easily understood by the participants
- Training materials that are able to meet the requirements of different levels of experience that are often present together in the same training programme
- Training slides that are too cluttered

#### Reasons trainers faced the common technical problems

Many trainers have learnt about writing only from school. In school, the students learn how to write in a narrative manner, namely telling stories using paragraphs to structure it. The narrative manner is best for telling stories but it does not match with what is required for corporate training. Very often what is needed by the participants is:

- Training materials that are specific regardless of the media of presentation
- Training materials that are relevant to their needs
- Training materials that could be understood and referred to quickly.

For this the paragraph will not be suitable as it will take too long to write and too long to absorb.

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## Problems Faced in Training, Continued

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### **Cognition problem**

Very often poor training material is produced not because the trainer has poor technical skills but rather the trainer has poor cognition or thinking skills. Some of the common problems in thinking faced by trainers are:

- blurred and sweeping perception
  - not being precise
  - lack of understanding of cause and effect relationships
  - lack of understanding part-whole relationships
  - lack of semantics and superordinate labels.
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### **Presentation problem**

In the delivery of training programme, some trainers are not able to deliver the information effectively, although they have adequate training materials, due to these common problems:

- lack of the skills to present or communicate effectively
  - lack of skills to manage responses from the audience
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### **Solutions**

The solution to these three problems would be to develop the:

- technical competency in the development of training materials, using the Structured Writing Methodology
- cognition ability, using the Feuerstein<sup>©</sup> Instrumental Enrichment programme
- technical competency in presentation through soft skills training.

It would entail the use of Feuerstein<sup>©</sup> Train-The-Trainer (Structured Writing Methodology, Cognition Enhancement with Presentation Skills) programme

## What is Structured Writing?

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**Definition** Structured writing is a writing method that advocates analysing, organising and presenting text to achieve a particular result. The term describes specific, proven techniques for presenting business and technical material so that it can be found quickly, easy to read and remember.

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**Background** Structured Writing is a method based on research on how best to read and extract information. It utilizes research in areas such as educational psychology, instructional design, learning theory, and other academic disciplines. Its proponents believe that by understanding how readers process information, writers can create more effective documents.

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**Parts** Structured Writing consists of:

Analysis

- Purpose and audience analysis
- Information type analysis

Organisation

- The 7 Principles
- The Units of Information

Presentation

- The Presentation modes

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## What is Feuerstein<sup>©</sup> Instrumental Enrichment<sup>©</sup> (FIE) Program?

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**Definition** Feuerstein<sup>©</sup> Instrumental Enrichment<sup>©</sup> Program (FIE) is a cognitive intervention program that can be used both individually and in the classroom framework. The FIE program has been successfully used all over the world as a tool for the enhancement of learning potential and cognitive functioning.

It is a program designed by Professor Reuven Feuerstein to trigger Cognitive Functions. Cognitive Functions are basic tools needed by the mind as prerequisites to think clearly.

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**Examples of tools** Examples of tools used in the Program.

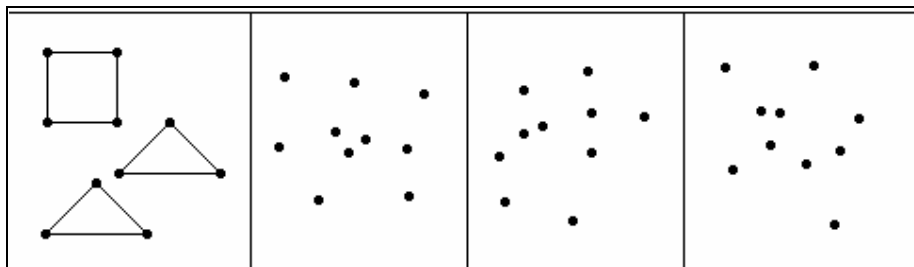
- Organisation of Dots
- Representational Stencil Design
- Illustration
- Comparison
- Syllogisms

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**Example of a tool** **Organisation of Dots**

Organization of Dots provides practice in projecting virtual relationships through tasks that require an individual to identify and outline given figures within a cloud of dots. The cognitive functions developed are definition of the problem, planning behavior and, hypothetical thinking and use of logical evidence.

### Example



## What is Presentation Skills?

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**Definition** Presentation skills are the ability to communicate the content of a topic to an audience.

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**Importance** As trainers, it is vitally important to be able to communicate their thoughts and ideas effectively, using a variety of tools and medium.

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**Parts** Presentation skills training consists of:

Adult Learning

- Five principles of adult learning

Presentation Skills

- Do's and don'ts in presentation
- Body language
- Audio-visual skills
- Training techniques

Facilitation Skills

- Elements in facilitation
- Types of facilitation skills

Programme Management

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## Feuerstein® Train-the-trainer Course structure

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### Who should attend

It is recommended that Feuerstein® Train-The-Trainer (Structured Writing Methodology, Cognition Enhancement with Presentation Skills) be conducted for associates with training responsibilities as it will enable the trainers to be able to enhance their own thinking skills which will enable them to develop all types of user friendly training materials. This will then lead to greater effectiveness and efficiency of the company's training programme.

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### Feuerstein® TTT training

Feuerstein® Train-The-Trainer (Structured Writing Methodology, Cognition Enhancement with Presentation Skills) is a:

- programme for employees who are responsible in developing and/or delivering training programme
  - 5-day programme that is divided into two parts; a 3-day theoretical training and a 2-day practical training on the trainer's present materials
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### Cost

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