



**luminaries lab**

Staff Development Plug-In for Top Organisations

**Introduction to  
Luminaries Lab Trainers Structure**

## Overview

Thank you for being interested to be a part of the Luminaries Lab Training Team. We are happy and honoured to have trainers like you who are keen to find out how to join us in this exciting calling. This booklet will give you a good idea of the structure and procedures. At Luminaries, we are committed to deliver the highest standard of training to our valued clients. It is therefore essential that you become well acquainted with the information specially prepared for you.

## Contents

- Classification of Trainers
- Procedures for Application

## Classification of Trainers

There are three main classifications. Each one carries a different set of work relationship.

### i) **Executive Trainer (ET)**

Executive trainers are part of the core training team. The ETs are experienced trainers who are passionate about training but are not running their own training business. Most of them use the contents provided by Luminaries. They are trained in Luminaries Training Methodology (LUMET) and are required to pass a theory test as well as a delivery assessment. Most projects are assigned to ETs and fees are project based.

The ET is also authorised to officially represent Luminaries in the promotion and sales of training programmes. For every successful training contract, the ET receives up to 25% of the project fee (less third party expenses) which is in addition to the training fee. For this purpose, ET is given the right and option of using the company name cards. The nominal cost of these personalised cards is borne by the ET. The ET can also request for a free personal email address ending with “@luminarieslab.com”. Approval is subjected to terms and conditions.

ii) **Associate Trainer (AT)**

Associate trainers usually have their own training business or are primarily training under another company. A delivery assessment is conducted prior to approval of appointment. ATs are invited for projects on a case to case basis. The contents are either from Luminaries or the ATs. LUMET is adhered to when the contents belong to the former.

ATs are not allowed to officially represent Luminaries in the promotion and sales of training programmes. However they are still entitled to referral fee of up to 15%.

iii) **Novice Trainer (NT)**

Novice trainers are those with little or no professional training experiences. They do not plan to set up their own training business within 2 years upon joining Luminaries. Upon passing the training suitability assessment, NT can receive up to three facilitations cum on the job training opportunities.

Upon attaining the required training proficiency, the NT is given the option of promoting to an ET.

## Procedures for Application

### Phase 1:

- a. Decide which class of trainer best fits you
  - b. Fill in and submit the *Trainer's Application Form*
  - c. Submit your Trainer's Profile and/or CV
  - d. Submit a 5 min video clip (or URL) OR request for a real time evaluation (ET & AT only)
- AT and NT will be officially added to the training team when Phase 1 is cleared. For ET candidates, once you have passed through Phase 1, you will be invited to the equipping and examining phase.

### Phase 2 (ET only):

- a. Acquire LUMET knowledge through online or workshop
- b. Submit mock training content (if applicable)
- c. Take LUMET test

Once cleared, you will be officially appointed as a Luminaries ET and be eligible for projects.

