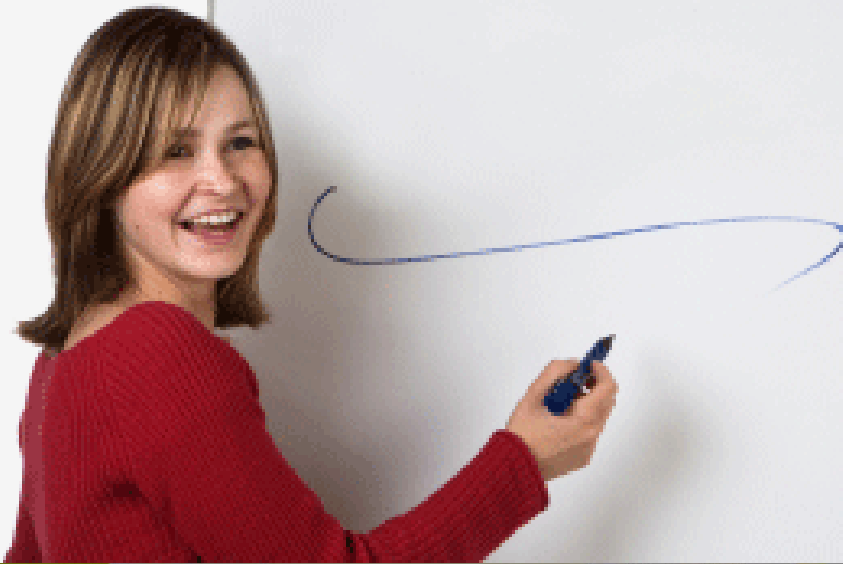




HCT

Progressive, Innovative & Interactive Training



Train the Trainer

LEVEL 6



FETAC

Comhairle na nDámhochtairí
Breisdeachais agus Oiliúna
Further Education and
Training Awards Council

www.hctlearning.ie



HCT

Progressive, Innovative & Interactive Training



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Train the Trainer

Programme Aim: This programme has been designed to help enable participants to develop the knowledge and skills necessary to confidently design, develop, deliver and evaluate training to adults, gaining an appreciation of different approaches to training whilst being capable of developing and implementing appropriate assessment methods. This programme will provide learners with the skills to work with different learners with a range of learning styles and will provide a formal qualification for those involved in training and development. This programme will maximise creative and innovative thinking towards training whilst increasing participants training techniques to ensure the successful delivery of training programmes to excellent standards.

Participants of this programme will:

- Have acquired the skills to be an exceptional trainer and learning techniques to establish a positive learning environment
- Understand how to complete a training needs analysis and structure your training programme to be effective within a learning environment
- Facilitate learning discussions with groups and integrate exercises to meet desired learning outcomes
- Learn active listening and effective communications that will help deliver information effectively and deal with challenging situations and behaviours
- Understand learning styles and use in a training session

Programme Content

- Adult learning theorist including understanding and control group dynamics
- Identify preferred learning styles, training styles and conflict resolutions techniques
- Understand and carry out training need analyses
- Design, develop, implement and evaluation your own training programmes
- Prepare materials for training sessions using various tools and techniques
- Carry out successful training sessions and evaluate you practises
- Provide feedback to learners and deal with challenging situations

Specific Support Available

A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme

Programme level	This programme leads to a Level 6 on the National Framework of Qualifications
Progression and Credit Value	Business BBSXX This programme is worth 1 Credit of 5 to achieve a Major Award
Duration	This programme will run for 6 contact days depending on the project and will require participants to complete some work in their own time
Who should attend this course	People seeking skills in or are looking to gain formal qualification in Train and Education, this award is the most recognised qualification used by FETAC Centres in Ireland and used by companies nationwide
Required fluency in generic skills	A learner seeking entry to a programme leading to awards at level 6 can read, draft, prepare and understand complex information, including quantitative information. Learners will be able to solve problems well, accepting personal responsibility
FETAC Assessment	Participants who wish to achieve a FETAC Component Certificate must complete 50% Skills Demonstration and 50% Assessment
Resources Required in Order to Successfully Complete the Module	Some personal learning / study time will be required from participants. Programme packs, Assessment Briefs and some equipment will be provided as a part of the programme
Specific Entry/Access & Exemptions required	A learner seeking entry to a programme leading to awards at level 6 does not need a previous formal qualification. HCT would highly recommend that that learners have achieved some certification at Level 4 or have relevant work/ life experience

Train the Trainer E30179