

TRAIN-THE-TRAINER

3 Days (PoE's in class)

(Part of National Certificate: Occupationally Directed Education Training and Development Practices NQF 5)

1. UNIT STANDARD

Facilitate learning using a variety of given methodologies

Unit Standard: 117871
NQF Level: 5
Credits: 10

2. PROGRAMME OVERVIEW

The Train the Trainer programme has been designed to help delegates develop the skills required to achieve training outcomes effectively. The focus is on the transfer of practical skills that will be used in the workplace, and the programme combines adult learning theory with practical skills to ensure that learning actually takes place.

The programme gives learners the opportunity to try out new skills and methods, building their self-confidence as trainers

3. TARGET AUDIENCE

The programme has been compiled for individuals in a corporate environment, who may be asked to deliver a learning intervention to a group or their colleagues and evaluate the effectiveness of the learning programme.

4. PROGRAMME OBJECTIVES

Plan and prepare for facilitation
Identify training needs within an organisation
Identify individual learning requirements
Select equipment and resources appropriate to the lesson and the learners
Conduct a learning session which maximises understanding and retention
Conduct exercises and activities which build skills and encourage participation from all learners
Evaluate the learning and facilitation
Analyse the strengths and shortcomings of any learning event
Identify areas for improvement

Growing People...Building Talent...Creating Leaders

Accreditation and Certifications

*Microsoft, CompTIA, Certiport, Pearson Vue, CerNexus, ICDL, ICB, IMM,
MICT, MerSeta, BankSeta, Fasset, W&R, ETDP, ServiceSeta, LGSeta & Growing...*

5. PROGRAMME OUTLINE

Module 1: Identifying Needs

You will take into account both the organisation's goals and the individual's skills needs in developing a training brief. You will also learn to recognise, understand and cater for individual differences that will influence the development of a learning intervention

Module 2: Facilitation Skills

Communication skills are covered in depth – tips for improving your own, and ways of overcoming communication difficulties in your learners. You will learn to deal with disruptive elements in the classroom while encouraging participation from all learners.

Module 3: Evaluating the Impact of Training

The final phase of the training cycle is to examine the success of your training session by assessing whether your learners have indeed learned what you set out to teach them, whether they enjoyed the experience, and whether you could have handled anything differently to achieve better results. Self-evaluation is a vital part of your function as a trainer, and you will learn something new from every group of learners and from every course you facilitate.

6. TRAINING METHODOLOGY

The programme is run on a highly interactive basis, using demonstrations, role-plays, case studies, self-assessments, videos and discussion activities to encourage participation amongst delegates.

During the programme, delegates are encouraged to relate the core concepts to working areas which they feel are relevant. The programme leader is an experienced facilitator and assessor who is able to guide and support the learners at all times.

7. THE NEXT STEP

On successful completion of a formal Portfolio of Evidence (PoE) credits are gained towards the following qualification:

[National Certificate: Occupationally Directed Education Training and Development Practices NQF 5](#)

You might also be interested in the following courses.

[Assessor](#)

[Moderator](#)

[Conduct Skills Development Facilitation \(SDF\)](#)

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