



Syllabus of IITD Trainer Skills Certificate

FETAC Level 6 Train the Trainer Component Award

Introduction

The Trainer Skills Certificate programme helps companies to develop a pool of personnel qualified to deliver quality training as required. It is specifically designed to help companies to utilise the existing knowledge and skills of their employees in the development of the company, thereby achieving maximum efficiency. Participants on this course will gain practical experience and recognised certification as trainers.

The programme embraces a range of highly participative learning methods and features a detailed workbook, which includes sample forms and checklists. To achieve certification, participants will be required to undertake an assessment exercise involving a demonstration of competence that is subject to external verification.

Course Objectives

The overall objective of this programme is to provide participants with the requisite skills and knowledge to effectively perform in a direct training capacity.

At the end of this programme, successful participants will be able to demonstrate:-

- The application of knowledge and understanding about adult learning in a practical training situation.
- The analysis of jobs, tasks and procedures, and using the setting of appropriate training objectives.
- The application of basic principles of training design in preparing lesson plans.
- The effective delivery of training in one-to-one and group situations.
- The monitoring of trainee's progress and the maintenance of suitable training records.



Programme Overview

Duration: 4 days

Module 1: Adult Learning

1. Adult learning and the training process
2. Learning principles and conditions
3. The C.R.I.S.P. model of adult learning
4. Supporting learning progress

Module 2: Analysing Training Needs

1. What is a training need?
2. Job analysis
3. Sources of information
4. Task level analysis
5. Training Objectives

Module 3: Designing Training Activities

1. Core elements of training design
2. Trainees
3. Content
4. Methods and approaches
5. Sample checklists

Module 4: Delivering Training

1. Communication Skills
2. Presentation
3. Job talk
4. Job demonstration/instruction
5. Group learning

Module 5: Evaluation and Monitoring

1. Training Evaluation
2. Training records
3. Types of Training Record
4. Feedback Issues
5. Sample Training Records

Course Fee

The cost of this programme is €1050.

The programme runs in various locations throughout Ireland. In-house programmes can also be arranged.

Please contact the IITD for further information:

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