



## **Office & Training Solutions Ltd**

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### **Train The Trainer – FETAC Level 6 – 3 day training course**

This programme is aimed at new and experienced trainers and is designed to equip participants with the knowledge and skills necessary to design, assess and evaluate training programmes and embraces a range of highly participative learning methods and features.

#### **Programme Objectives**

- Understand the different learning styles
- Understand the functions and processes of learning and training
- Evaluate different approaches to training
- Appreciate the importance of training on an individual, social and economic level
- Work effectively with a range of learner groups
- Design, deliver and evaluate training programmes
- Develop and implement appropriate assessment methods

#### **Entry Requirements**

Participants are required to have achieved Leaving Certificate or an equivalent level of qualification

#### **Programme Plan**

##### Day 1

- Unit 1 - Theory of Training and Adult Learning
- Unit 2 - The role of the trainer
- Unit 3 - Training Needs Analysis and Programme Design
- Ongoing assessment

##### Day 2

- Unit 4 - Preparing for Training Delivery
- Unit 5 - Delivery and Assessment
- Unit 6 - Evaluation of Training Delivery
- Ongoing assessment

### Day 3

- Final Skills Demonstration (15 minutes– see below)
- Feedback/Assessment
- Support on completion of assignment

### **Skills Demonstration**

Candidates will be assessed on an ongoing basis throughout the three days via skills demonstrations addressing specific learning outcomes. A final skills demonstration will take place on Day 3 to assess candidates in the following areas via a formal 15 minute presentation:

- Presentation Skills
- Use of visual aids
- Use of learning materials
- Addressing of objectives

The presentation should address the specific learning objectives of the candidates chosen subject, as agreed with the tutor and demonstrate effective communication skills through the use of appropriate visual aids e.g. demonstrations, handouts, flipcharts, PowerPoint presentation, etc.

*The skills demonstration carries 50% of the marks.*

### **Assignment**

Candidates will be required to carry out an assignment and produce evidence of planning, researching, conducting and evaluating a training session. The assignment should identify theoretical understanding and practical application, on a range of specific learning outcomes and can take the form of a case study, action research or a reflective piece of work which will require the candidate to research and present information in relation to adult learning.

The assignment will be given to the delegates at the end of the course and must be submitted 4 weeks following course completion.

*The assignment carries 50% of the marks.*

### **FETAC CERTIFICATION**

This course is certified by FETAC (Further Education and Training Awards Council) and participants will gain one credit at FETAC Level 6. FETAC gives people the opportunity to gain recognition for learning in education and training centres, in the work place and in the community. The FETAC Assessment periods are February, June, October and December and certificates are issued within approximately 2 months of each assessment period.

**Sample testimonials from recent Train The Trainer courses delivered by Orla Leydon @ Office & Training Solutions**

*"The course was a great help to me, I will be setting up computer classes and this has given me the skills needed to do that" **SMc***

*"Orla was an excellent trainer, very helpful & encouraging throughout. Her style of delivery & attitude really encouraged the group to take part and give input where relevant, thanks" **NMc***

*"A lot of excellent handouts and extra material in the folder for practical usage. Good delivery with a mixture of theory & breakout sessions" **MD***

*"Having worked as a trainer promoted within the company with no formal train the training coaching I found this course excellent from the point of view it formalised the whole package of the role of trainer, I am delighted to have undertaken to complete the FETAC course" **JM***

*"I found Orla very good both in skills & attitude and she clearly set out her aim and objectives. Thank you" **PL***

*"The 3 days facilitation was very good and thanks to Orla for such an informative 3 days" **JL***

*"A very good course and presentation by Orla. Learned to appreciate the theory and psychology behind the trainer and trainee" **PC***

*"I found the course to be very beneficial and would recommend to my colleagues" **DL***

*"The planning and delivery reflected so much that Orla has done her work beforehand. Many great areas of aids were provided with regard to internet & books. Felt I was important to her. Her ability to show examples of the different practices were excellent, thank you!" **RL***

*"Trainer very good at providing practical examples of experience" **CB***

*"Course was fun, exercises kept everyone interested, enjoyed presenting and using skills as they were taught, pleasure to attend such a good course" **SS***

*"A great course, so well presented & put together, Thanks a million" **SG***

*"Great linking of materials throughout the three days, good activities and exercises, handled the group really well" **JC***

*"Enjoyed the course and feel I have learned a lot. Orla is an excellent tutor & very helpful" **MD***

*"I really enjoyed the course, I feel it was very beneficial and I am confident I will use what I have learned in the future, thank you!" **AW***