

Training & Development

Train The Trainer – QQI Level 6

(attracts 30 FET Credits on the National Framework of Qualifications)

Become an Approved Trainer

Learn to deliver training that is memorable, lively, interactive and effective, helping you become a trainer that makes a difference.



Take your career to the next level, with this globally recognised Train the Trainer Qualification - Certified by QQI & CPD!



**INTERNATIONAL
ACADEMY OF TRAVEL**
"Working For Excellence in the Travel Industry"



**CPD
CERTIFIED**
The CPD Certification
Service



**European
Qualifications
Framework**

Course Content

Who is this course for?

- Newly Appointed Trainers
- On the Job Trainers
- Team Leaders
- Staff involved in Administration, Delivery, Design and Assessment
- Those who are planning a career in Training and Development
- Trainers who need to up-skill and gain a formal National Qualification
- Those who need credit towards another QQI Certificate i.e. Business, Administration etc.

Is this qualification recognised throughout the world?

Yes, this qualification will be recognised at home and abroad as it is aligned on the Irish National Framework of Qualifications at Level 6 and referenced to the following Education Frameworks:

| Education Framework | Level |
|---|-------|
| European Qualifications Framework | 5 |
| Irish National Framework of Qualifications | 6 |
| Regulated Qualifications Framework England/Northern Ireland | 5/4 |
| Scottish Credit and Qualifications Framework | 8/7 |
| Credit and Qualifications Framework for Wales | 5/4 |

Course Content

Unit 1

Theories of Training and Adult Learning

- Apply principles of adult learning in a training situation
- Compare and contrast concepts of training and education
- Explore key principles and methodologies which underpin adult learning of learning styles, learning outcomes and essential techniques
- Evaluate the approaches of different adult learning theorists i.e. Knowles, Kolb, Honey and Mumford etc.
- Assess the contribution of theorists to the psychology of learning

Unit 2

The Role of the Trainer

- Identify ways of getting your learners into a receptive state for learning
- Demonstrate effective communication skills
- Deliver the training at the right pace
- Balance distribution of content
- Identify ways to keep the Learners interested
- Outline the key responsibilities of a Facilitator/Co-Facilitator
- Identify the reasons why Trainers need to ask the right questions
- Identify five key components of creating questions
- Use a variety of question techniques to handle questions in a training environment
- Use accepted techniques to increase learner participation
- Identify methods that you would use to handle a selection of behaviour types
- Explain the Coaching Concept

Course Content

Unit 3

Training Needs Analysis and Programme Design

- Identify the different stages of the Training Cycle
- Analyse a Training Need
- Discuss the advantages and disadvantages of completing a Training Needs Analysis
- Outline the 4 steps used to perform a Training Needs Analysis
- Conduct a Training Needs Analysis
- Outline the 3 components of a Training Programme
- Compile a list of Learning Objectives (Outcomes)
- Justify how Learning Objectives can be used to evaluate learning effectiveness
- Design Learning programmes relevant to the identified needs of the Learners
- Write for your Learners

Unit 4

Preparing for Training and Delivery

- Plan the Delivery of a Training Session
- Prepare appropriate training methods for each element of the training session
- Produce exercises/activities for use within a training session
- Prepare and demonstrate the use of visuals aids in line with best practices
- Assess a range of Instructional System Design (ISD) models

Course Content

Unit 5

Delivery and Assessment

- Establish, promote and maintain a positive learning culture
- Demonstrate effective listening and feedback skills
- Demonstrate techniques designed to conceal the nerves
- Improve the learning efficiency of the learners
- Select the best training room configuration to suit the group
- Evaluate a range of assessment and delivery methods

Unit 6

Evaluation of Training

- Evaluate a Training Programme
- Evaluate a Learner Programme against Learning Objectives
- Gather input from Learners on Programme Effectiveness
- Identify opportunities for improvement of delivery
- Prepare a Programme Improvement Plan

In-House/Tailored Courses

We are happy to design and deliver courses to suit your company's needs.
Please contact us to discuss this further.



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Special Purpose Award

This Award (6S3372) is made up of the following Component Certificates:

1. Training Needs Identification and Design – 6N3325
2. Training Delivery and Evaluation – 6N3326

If you are keen on becoming an approved trainer, contact us for further information.



Let us help you become an Outstanding Trainer who delivers training using the Accelerated Learning Method.



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