

TRAIN THE TRAINER

TRAINING AND DEVELOPMENT –SPECIAL PURPOSE AWARD

QQI Level 6 (6S3372)

This course is designed for those who are interested in developing their skills to train others in their chosen field of expertise. It will enable you to acquire the knowledge, skills and confidence to competently design and deliver a training course, based on learner needs, and evaluate the effectiveness of the training.

This is a **QQI Special Purpose Award** and is awarded to learners on completion of the following two modules:

- 6N3325 Training Needs Identification and Design Level 6
- 6N3326 Training Delivery and Evaluation Level 6

Cost: €749 or €450 for each module (if booked separately)

Course Module & Days

Module 1: 6N3325 Training Needs Identification and Design

**Training Dates: Friday 24th Sept; 1st Oct; 8th Oct; 15th Oct; 22nd Oct
– (9am to 5pm)**

Assessment: Assignment x 2 (40%) and Project (including skills demonstration) (60%)

Module 2: 6N3326 Training Delivery and Evaluation

**Training Dates: Friday 5th November; 12th Nov; 19th Nov; 26th Nov; 3rd December
– (9am to 5pm)**

Assessment: Project (40%), Skills Demonstration (40%) and Learner Record (20%).

Skills Demonstrations will take place on the final day of both modules. Considerable self-directed learning is required between sessions and up until assessments are due. Self-directed learning includes research, reading, study, practice, reflection and preparation.

Covid 19 Requirements

- ***Training will be delivered on a blended basis with 50% of the required training delivered in house and in person and the remaining 50%***

delivered via Zoom; both delivery methods will operate simultaneously; class participants will be alternated on a weekly basis. Any changes in Government Guidelines will be adhered to in respect of future class delivery.

- **The maximum number of participants on the course will be 12.**
- **Evidence of having had Covid 19 in the past 6 to 9 months or a vaccination certificate is required and must be provided with this booking form.**
- **All Covid 19 health and safety requirements will be strictly adhered to in respect of inhouse training; this includes a temperature check; mask wearing; hand sanitisation and social distancing.**

Please note the following:

- **Please note that in order to ascertain participant's suitability to participate in the course there will be interviews held in Meath Partnership's office on Friday 17th September, address and location is on page 8. Interview times will be confirmed on receipt of the deposit and vaccination cert/evidence of Covid 19 in past 6-9 months.**
- **Please complete the booking form on page 6 of this document enclosed with a **minimum deposit of €50, evidence of having Covid 19 in the past 6 to 9 months or vaccination certificate** and return it to Meath Partnership as soon as possible.**
- **Training will take place from 9.00am to 5pm. There will be three breaks during the course of the day; mid-morning @ 11am; lunch break @ 12.30pm – 1.30pm and mid-afternoon 3.15pm. Tea and coffee will be provided however you will be required to bring your own lunch.**
- **There will be 4 weeks allowed on the conclusion of module 2 to facilitate the submission of module two final assignments.**
- **Please note the there is adequate parking space available, reserved parking is for employees of Meath Partnership only. **The building and grounds are strictly no smoking.****
- **If you are in receipt of Jobseekers benefit or allowance you may be eligible to apply for the TESH Grant towards the course fees, please contact your local INTREO Office for further details.**

Any questions please contact Fiona on 046-9280790 ext 202 or email fiona.larkin@meathpartnership.ie

About the course

This new QQI Special Purpose Award in Training & Development is designed for anyone who wants to train professionally, or train others as part of an existing role. To achieve the Special Purpose Award, you must successfully complete 2 components - Training Needs Identification & Design and Training Delivery & Evaluation. These courses focus on a different element of the Training Cycle.

Who should participate?

The programme is ideal for those wishing to work professionally in the field of training and development who require a recognised qualification; for those who wish to take up a training position within their Organisation or those who simply wish to feel more confident as a trainer.

What will participants gain?

We will provide you with the tools and techniques to work professionally and confidently as a trainer. You will learn new skills and ideas through both theoretical and practical means and will gain the necessary skills and knowledge which you will require to develop, design, deliver and evaluate professional training programmes.

Course Aims

The aim of the programme is to:

- Understand 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

Assessment

A combination of module appropriate assessment procedures will facilitate the assessment of learning outcomes of this new Train the Trainer course. Participants will be expected to complete a combination of written assignments and skills demonstrations.

Awards

QQI Level 6 Special Purpose Award.

Course Content

Concepts and Theories

- The Training Cycle
- Training Needs Analysis (TNA)
- Designing training programmes
- Delivering engaging training
- Evaluation models to assess the effectiveness of your training

Planning Your Training Session

- Adult learning styles
- Trainer style & self-presentation
- Training environment
- How to engage learners
- Group dynamics
- Creating a positive learning experience

Legislative Awareness

- Creating inclusive and equal opportunities
- Equality
- Diversity
- Disability

Fundamentals of Training Needs Identification

- Training Needs Analysis (TNA)
- Methods to gather and identify training needs

Designing Effective Training Programmes

- Setting SMART Training Objectives

Lesson Planning

- Selecting suitable training resources - visual aids, hand-outs and case studies

Delivering Engaging Training

- How to present yourself

- Honing your presentation skills
- Developing confidence and overcoming nerves
- Creating a positive learning environment
- Motivating the learner
- Questioning and listening techniques
- Body language
- Tone, pace and pitch
- Effective explanation of material
- Time-keeping, summarising and re-capping
- Providing timely feedback
- Creating opportunities for participation
- Dealing with challenging behaviours and difficult situations

Evaluation of Training

- The importance of evaluating training
- Models of Evaluation, including Kirkpatrick's Levels of Evaluation
- Devising a range of evaluation approaches
- Determining if the objectives have been met and training has been effective
- Providing written and verbal feedback to trainees
- Self-reflection and review

Training Course Booking Form

Name _____
Address _____

Email _____
Telephone _____
Course Title _____

What is your highest level of educational attainment?

Primary Secondary Technical/Vocational

Certificate

Diploma/Degree Other _____

Have you prior training delivery experience Yes No

If yes please give details _____

Have you previously completed a Train the Trainer course? (FETAC - E30179) Yes No

Fee Amount _____

A signed copy of this booking form, deposit and evidence of having Covid in past 6-9 months or vaccination certificate must be provided to Meath Partnership a minimum of **5 working days** prior to the start date of the course.

This form should be printed and signed by the trainee. Payment is required **BEFORE** course attendance unless a payment schedule has been agreed with Meath Partnership in advance. Your payment is subject to the terms and conditions attached.

Name (In block capitals): _____

SIGNED _____

**Please forward all correspondence to: Meath Partnership, Units J & K Kells
Business Park, Cavan Road, Kells, Co. Meath A82N6P8**

Terms and Conditions

Before you book your place on our training programmes, please feel free to contact Fiona Larkin on 046 9280790 to discuss any questions or queries you might have.

Acceptance

All customers/learners undertake, by virtue of making a booking with Meath Partnership to be bound by these terms and conditions, which they are further deemed to have read, understood and accepted.

Bookings Procedure

1. Complete and sign the booking form (overleaf) and forward to Meath Partnership in advance of the training programme. All booking forms and payments must be received at least 5 working days prior to the training programme commencing.

Payment

2. To secure your place, payment must accompany your booking form. On receipt of a signed booking form and payment, a receipt will be sent to you. Cheques or bank drafts should be made payable to Meath Partnership. Payments may also be made by direct bank transfer. Please contact Emma on 046 9280790 if this is your preferred method of payment. All payments must be made in Euro.

Substitution and Cancellations

3. A minimum number of 8 participants are required for each course. If this quota is not reached, the training will be postponed and participants will be refunded their payment. Learner substitutions may also be made at any time, without penalty, however substitutions should be avoided where possible. Once a booking has been confirmed i.e. a receipt issued to you/your company, withdrawal from any given course for whatever reason, will result in a forfeit of the training fee. We deeply regret the need for this condition, but demand for our courses is such that we suffer a serious financial penalty if any place is left un-occupied. Paid training fees are non-refundable.

Course Changes

Meath Partnership reserves the right to improve the specification and format of our courses for the benefit of the learners without notice to the customer. Due to unforeseen circumstances it may occasionally be necessary to cancel, reschedule or relocate courses/modules or substitute an instructor. Meath Partnership will use its best endeavours to avoid changes of this nature and all learners will be notified in advance of any change.

Copyright

The copyright and any other rights, including intellectual property rights in all course materials shall remain the sole and exclusive property of the owner. The use of any training materials in whole or in part for the running of any training or refresher courses by any third party is expressly prohibited.

Responsibility

The customer accepts that it is their responsibility to verify that the courses are suitable for the requirements of the learner attending any particular course and that the learner has the necessary level of competence to be able to achieve the objectives of the course. Meath Partnership shall not be liable in contract, tort or otherwise for the actions of learners.

Information

The personal information you have provided is protected under the Data Protection Act 1998. It may be used by Meath Partnership to administer courses, seminars and other training.

Covid 19

In ensuring trainees health and safety, Meath Partnership are fully compliant under the Governments Guidelines in relation to Covid 19. Any failure by trainee(s) to comply with Covid 19 requirements will result in termination from the course.

Location

CONTACT US

Meath Partnership

Units J & K, Kells Business Park

Cavan Road

Kells

Co. Meath A82 N6P8

T: +353 46 9280790

F: +353 46 9252335 E: info@meathpartnership.ie

W: www.meathpartnership.ie

**In-house training will take place at the offices of Meath Partnership,
Kells, Co Meath**