

Course Aims & Objectives

Develop the platform and training skills required to successfully deliver a training curriculum. In this hands-on course, develop measurable training objectives, identify and sequence training activities appropriately, and learn how to manage training tools effectively. Gain the confidence and skills you need to succeed through personal coaching tips from the tutor. This is an uncertified course.

Who Should Attend?

Participants who attend this course should have already have some experience of working in a training or instructional environment. This abbreviated, yet intense course is a statutory requirement of all individuals who offer training within an organisation.

Course Outline

The course content will include the items listed below.

Module 1 - The Role Of The Trainer

- The importance of training.
- The qualities of an effective trainer.
- Regulatory compliance for ISO, FDA.

Module 2 - How Adults Learn

- What is learning?
- Giving feedback and guidance.
- The I.D.E.A.L. training model.
- The stages of learning.
- Motivation and training.
- Maslow's Pyramid of Needs.
- Honey & Mumford's Learning Styles.
- The V.A.K. training model.

Module 3 - Core Training Skills

- The training cycle.
- Identifying the training need.
- Components of a training event.
- Understanding the Objectives of the training.
- Delivery methods.
- Understanding Kirkpatrick's 4 levels of evaluation.

Notes and exercise files will be provided on CD or via Dropbox. Ongoing email support is offered.