
Course Overview

Empower your training. Inspire learning. Deliver results.

This intensive, fast-track course equips participants with the knowledge, skills, and confidence to deliver effective training in a professional environment. Designed for individuals already engaged in instructional roles, it combines practical techniques with regulatory compliance requirements to ensure training is engaging, structured, and measurable. Learners leave with the ability to create impactful learning experiences that meet organisational standards and inspire participant success.

This is a non-certified course designed to provide individuals involved in training or instruction with a foundational understanding of adult learning principles and the rationale behind effective workplace training methods.

Who Should Attend?

This course is ideal for:

- Individuals with prior experience delivering training or instruction in any organisational setting
- Trainers who must comply with statutory or regulatory training requirements
- Professionals seeking to enhance their ability to engage, motivate, and develop learners
- Training coordinators, learning and development specialists, and subject matter experts responsible for instructional delivery

Required Knowledge:

- Experience in training, facilitation, or instructional delivery
 - Familiarity with workplace learning environments and basic adult learning concepts
 - No formal instructional qualification is required, though practical experience is assumed
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What You Will Learn

The Role of the Trainer

- Understand the strategic importance of training in organisational success
 - Recognise the qualities that define an effective and credible trainer
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- Comprehend regulatory and compliance requirements for ISO, FDA, and organisational standards

How Adults Learn

- Explore the principles of learning and adult education
- Apply effective feedback and guidance techniques
- Understand and implement the I.D.E.A.L. training model
- Recognise the stages of learning and adapt training to learner needs
- Apply motivation theories, including Maslow's Pyramid of Needs, to enhance engagement
- Identify learner preferences using Honey & Mumford's Learning Styles
- Integrate the V.A.K. model to accommodate visual, auditory, and kinaesthetic learners

Core Training Skills

- Master the training cycle from planning to evaluation
- Identify and analyse training needs effectively
- Structure and design engaging and impactful training events
- Define clear training objectives and align content to outcomes
- Select and apply appropriate delivery methods for different audiences
- Understand and utilise Kirkpatrick's four levels of evaluation to measure effectiveness

Exclusions:

This course does not cover:

- Advanced instructional design techniques for highly specialised or technical training
- E-learning software authoring or online course development
- Extensive coaching or mentoring frameworks

- Content-specific subject matter training, which should be delivered via specialised modules

This non-certified programme provides foundational knowledge of adult learning theory and the principles that underpin effective training delivery within a workplace environment.

Key Learning Outcomes

At the end of this training, you should know how to:

- Deliver structured, engaging, and compliant training sessions
- Motivate and support adult learners with diverse needs and learning styles
- Apply core training models and instructional frameworks effectively
- Evaluate training impact using recognised assessment methods
- Build confidence in your role as an organisational trainer

Delivery Format

This is a classroom-based, interactive course focused on personal development and soft skills.

The instructor will facilitate learning through guided discussions, practical exercises, role-play, and group activities.

Participants will be encouraged to contribute their own experiences and practice skills in a supportive environment, receiving real-time feedback throughout the session.

Training Environment Includes:

- Comfortable classroom setting designed for interaction and engagement
- Course materials, handouts, and reference notes provided
- Opportunities for individual reflection, group work, and peer learning

Participants are **not required to bring their own laptop**.

Recommended Progression Pathway

After completing this course, learners should consider:

- Advanced Instructional Design and e-Learning Development
 - Leadership and Coaching Skills for Trainers
 - Specialist Compliance or Technical Training Programs
 - Certified QQI Level 6 Certificate in Training Delivery & Evaluation
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Learner Support

Participants will have indefinite online access to all practice files and notes at <https://www.dti.ie>. Email support will also be offered on items covered during this course at support@dti.ie.