

## LEADERSHIP AND MANAGEMENT SKILLS

# Award in Train the Trainer – MQF Level 4

### DURATION AND COMMITMENT:

3 full days or 6 half days spread over a maximum period of 3 weeks. Participants are also expected to carry out self-study by means of the session notes and handouts provided

### TOTAL LEARNING HOURS

- Contact Hours: 24
  - Self-Study Hours:1
- Total: 25 hours

### NUMBER OF ECTS ON COURSE COMPLETION?

1

### WHO IS THIS PROGRAMME FOR?

This programme is targeted towards anyone wishing to learn the necessary skills in delivering effective workplace training.

### ENTRY REQUIREMENTS

None

### OVERALL COURSE OBJECTIVE

By the end of the programme the learners will be able to:

- Identify learning needs
- Plan thoroughly for their future training sessions
- Understand why and how people learn
- Recognise different behavioural styles to adapt training as necessary
- Implement presentation and training delivery tactics learnt during the course
- Devise optimum content design according to context
- Successfully close performance gaps

### TOPICS

Session 1: Identifying Learning Needs

Session 2: How People Learn

Session 3: Effective Trainers

Session 4: Planning Your Training Session

Session 5: Brain-Friendly Training

Session 6: Giving Feedback

Session 7: Visual Aids  
Session 8: Evaluating Training  
Session 9: The ABC Structure  
Session 10: Practice Sessions