

Course Outcomes

By the end of this 6 day Train the Trainer programme participants will:

- Compare and contrast concepts of training and education
- Demonstrate an understanding of group dynamics in the context of training and development
- Understand a variety of psychological theories of learning
- Distinguish the difference between andragogy and pedagogy
- Understand what motivates the adult learner
- Be able to plan, undertake and evaluate a training needs analysis
- Distinguish between teaching, training and facilitation
- Be able to set clear and achievable objectives for a training course
- Be able to deliver a professional presentation
- Demonstrate the communication skills needed to deliver a training programme i.e. listening, responding, managing the group process, awareness of body language etc.
- Be able to evaluate a training session through written and oral feedback



**The Institute of Industrial Engineers
is a FETAC registered provider**



Institute of Industrial Engineers

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Train The Trainer

Course Overview

Course Reference	IEQ2/11
Course Certification	FETAC Level 6 – E30179
Course Duration	6 days



Institute Of Industrial Engineers

Dedicated solely to the support of the Industrial Engineering profession and individuals involved with improving quality and productivity

Tel: (01) 5252527

Target Audience

This course is designed for those wishing to design, deliver and assess the training of others. It is suitable for persons with at least a Leaving Certificate and with a level of self-confidence to allow them stand up and deliver training to strangers. This FETAC Train the Trainer Level 6 course is for anyone who wants to become a competent trainer and gain a recognised academic qualification. This qualification is essential for training professionals who plan to work for State agencies such as FÁS.

Those who successfully complete this course will be able to work effectively with a range of learner groups, carry out job analysis and training needs analysis and design and deliver training programs to meet these needs.

On completion of the Train the Trainer participants will be able to:

- Register as Approved Trainers on The FÁS National Register of Trainers (NRT)
- Deliver first-class training programmes and presentations
- Identify training needs
- Design training programmes
- Evaluate training programmes
- Evaluate training effectiveness
- Understand and develop own learning style
- Utilise various visuals and training aids
- Train individuals and groups

Day 1:

- Adult learning theory
- Theory of Adult Learning
- Key Concepts of Training and Education
- Andragogy/Pedagogy
- Learning Processes
- Learning Outcomes
- VAK Learning Styles
- Learning Best Practice
- Learning techniques

Day 2:

- The Role of the Trainer
- Understanding your role as a trainer
- Diversity and training
- Theory of group development
- Values that inform training practice
- Skills of good communication in groups
- Working with challenging behaviours
- Handling conflict

Day 3:

- Preparing for Training and Delivery
- Training metaphors
- The systematic training cycle
- Training needs analysis/identifying/analysing
- Job analysis/Job description
- Learning and performance objectives
- Planning programmes to meet the identified needs of learners

Day 4:

- Developing Training Content
- Planning for training and delivery
- Pre training consultation
- Choosing methods and materials
- The appropriate use of visual aids
- The use of role play, simulation and small group discussion
- Left brain right brain theory
- FÁS QA58/01 design model
- Setting achievable objectives for training
- SMART model
- Evaluating training objectives



IIE Training For Your Future

Day 5:

- Evaluating Training
- Theory of training evaluation
- Written and oral feedback
- Post training evaluation/avoiding the 'back to work as usual' syndrome

- The role of ethics in training
- Motivation theory in the context of training

Day 6:

- Practical Assessment/Review/Evaluation
- Practical Assessments
- Progression Routes for Trainers
- Programme Evaluation/Review
- Evaluate learner progress against learning objectives

Learning Methodologies

- Tuition for this course will be presented using "PowerPoint" presentations, videos and practical demonstrations. Comprehensive documentation is provided to compliment the tuition in conjunction with any required material. The attendees will also participate in various and numerous class workshops. The use of role play (where training skills are practiced) will be utilised

Assessment Methods

A personal portfolio must be prepared by each attendee to reflect their experiences of learning and will be submitted at the conclusion of the program along with course assignments. The course assignments will be designed to show how each attendee can plan, research and prepare two different training programmes. They will then deliver these programmes and demonstrate how to evaluate their effectiveness. The awarding of marks is broken down as follows, Skills Demonstration 50% Assessment 50%

Please contact the Institute's office on (01)5252527 or check our Webpage at www.IIE.ie for information on courses planned for your area.

In House training can be provided for businesses which require this service.

Course Fee: €600 per participant
€500 for IIE members.