

(QQI) Level 6 (6N3326) Training Delivery & Evaluation

| Date | Time | Content |
|----------|-----------------|---|
| 08/02/16 | 9.30am – 4.00pm | ⇒ Induction ⇒ Theory of Training and Adult Learning ⇒ The Role of the Trainer ⇒ Tutorial (Assessment information). |
| 15/02/16 | 9.30am – 4.00pm | ⇒ Training Needs Analysis & Programme Design ⇒ Preparing for Training Delivery ⇒ Tutorial. |
| 22/02/16 | 9.30am – 4.00pm | ⇒ Delivery and Assessment ⇒ Evaluation of Training ⇒ Tutorial. |
| 29/02/16 | 9.30am – 4.00pm | ⇒ Coaching Day |
| 07/03/16 | 9.30am – 4.00pm | ⇒ Learner Assessment – Skills Demo 1 ⇒ Learner Assessment – Skills Demo 2 ⇒ Close |

- The course will be delivered over a 5 day period by Jim Flynn of MTS Consulting.
- AIM:
To equip learners with the skills and knowledge necessary to confidently and competently design, deliver, assess and evaluate training programmes.
- This course will provide participants with the basic qualification which is required of trainers by the authorities.
- LEARNING OUTCOMES:

On completion of this course participants will be able to:

- Identify and analyse training needs
- Prepare training to meet established needs
- Implement and deliver training effectively
- Assess learning and verify learner competence
- Evaluate training events with a view to continuous improvement.

This course is suitable for those with Leaving Certificate or equivalent qualifications, and/or relevant life and work experience. A reasonable standard of spoken and written English is highly desirable. Learners need basic competence in verbal communication and interpersonal skills. A typical participant will have the self-confidence to undertake public speaking, in order to develop their presentation skills.

This module is a stand-alone module. It may not be deemed as contributing to a major FETAC Award.

- ASSESSMENT consists of:

Written Assignment (50% of total marks) - to be prepared within 1 month of course end.

Skills Demonstrations (50%) - on the final day candidates will deliver two 15 minutes simulated training sessions on topics of their own choosing.

Full guidance and support will be provided to learners.

For the FETAC Module Descriptor, see www.fetac.ie/fetac/documents/E30179.pdf

- Attendance is advised on each of the four days as the course is designed to build on previous learning. This will also facilitate the fulfilment of the assessments required at the end of the course.
- **Cost: €425.00**– booking form and payment required in advance of course commencement. Fee is **non-refundable**
- Lunch will be provided each day – please inform us of any special dietary requirements prior to course commencement

Location: The Education Centre is located on the Grounds of St. Luke's Home, Castle Road, Mahon. We are located close to Blackrock Castle and the following link provides directions and map. <http://www.stlukeshome.ie/node/101>

Further Details on all the courses provided by the Education Centre are available on www.stlukeshome.ie/education-centre

The Education Centre was opened during 2011 and purpose built to meet the access needs of all learners. Disability Car Parking is available.