

Course Content

Train the Trainer

Why attend?

This course will equip you to deal with any situation in a training environment. You will gain a better understanding of facilitating and motivating delegates to achieve a greater retention of information. Your confidence in the training environment will grow, as you will be formally recognised as a competent facilitator in your field of expertise, where skills, knowledge, and attitudes are applied.

How long is this course?

4 Days

Who should attend?

Training managers, facilitators, instructors, trainers, HR personnel, technical support, and sales people, who need to give presentations and train their employees and customers. Learners attending this course are required to be subject matter experts in the field that they will be facilitating.

What will be covered?

Plan and Prepare for Facilitation

- Gain an understanding of the context of skills development in South Africa
- Understand the three areas of the learning context: learner, facilitator, content
- Analyse learners and learning needs
- Plan to cater for the needs of stakeholders and learners
- Arrange resources, locations, and personnel for training
- Preparation of appropriate learning material
- Select effective methodologies for facilitation
- Prepare for the facilitation process
- Arrange a conducive learning environment
- Establish and document review criteria

Facilitate Learning

- Issues affecting facilitation and how to embrace them
- Facilitate learning using skills and adult learning principles
- Promote interaction through the learning environment and facilitation approach
- Application of facilitation approaches and activities
- Ensure that facilitation creates a positive learning experience
- Manage groups in accordance with facilitation principles
- Monitor learner progress through gathering evidence
- Adjust the facilitation approach to suit the learners needs

Evaluate Learning and Facilitation

- Evaluate the training programme; clarity, concurrence and summative
- Seek learner and stakeholder feedback on facilitated learning
- Identify strengths and weaknesses of the learning intervention
- Analyse recommendations for future improvements to the learning intervention

Keybase is accredited with the ETDP Seta, against SAQA US ID: 117871, NOF Level: 5, Credits: 10. This course is interactive and includes role plays, group discussions, and practical activities to ensure a clear understanding. Learners are supplied with course material, refreshments, and lunch.