

SMART Institute Of Mines



Smart Institute Of Mines (PTY) LTD

Reg No: 2013/131908/07

Office Tel: +27 11 025 7238 / +27 11 056 5054

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Email Address: info@smartinstituteofmines.co.za

Website: www.smartinstituteofmines.co.za

SMART ETDPSETA Accreditation No: ETDPS011182

FACILITATOR

Overview

Train the Trainer is a comprehensive SAQA unit standard-based course that covers best practice standards of facilitating learning. From mastering the skill of understanding the different methods of learning to aligning your training sessions to meet those requirements. Gain a practical, how-to overview of Conducting Training for groups of Learners.

ACCREDITED TO UNIT STANDARD IDs: 117871, NQF LEVEL 5, 10 CREDITS

Prerequisites

Seasoned and competent in the area in which you will offer training.

Course Accreditations

This course is accredited with ETDP Seta and each learner will have to submit a Portfolio of Evidence after the training, upon being deemed competent, the learner will receive a Certificate of Competence.

Course Outcomes

Upon completion of this course and successful assessment Candidate Facilitators will have acquired these skills

- Knowledge of training in the context of Outcomes-Based Education and Training.
- Systematic planning skills that result in well-executed training sessions.
- Methods of Learner analysis that lead to targeted training.
- Training delivery methods that bring the most out of an audience and encourages the audience to participate.
- Understanding of the values that drive best-practice training in a South African context.
- The ability to support Learners with barriers to learning.
- Quality based review and evaluation criteria that supports continuous improvement.
- Knowledge of how targeted training can support business productivity.

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Who Should Attend

- HR Generalists.
- Seasoned trainers.
- Learning and Development Practitioners.
- Any new trainer who trains groups of people

Price

- R5300 (Per Person, Includes Manual)

Duration

5 Days (08:30 - 16:00)

COURSE OUTLINE

DAY 1

* Registration and introduction to the National Qualifications Framework.

Planning and preparing for facilitation.

Analyzing the learning needs of an intended audience to ensure they reach the intended outcomes.

Plan for an audience that has different learning styles, including catering for special needs.

Creating a resource kit that fully supports the entire training cycle.

DAY 2

Using best-practice learning methods to deliver training.

Maximizing individual participation.

Applying group facilitation principles.

Prepare learning material and organizing logistics.

Create review criteria that supports continuous improvement.

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DAY 3

Understanding the power of language and media in the delivery of training.

Devising methods of dealing with difficult Learners.

Apply a variety of training methods to encourage participation.

Use a best-practice approach to training delivery that encourages Learners to reach expected outcomes.

DAY 4

Understand the value of evaluating training delivery.

Analyze learning delivery with input from various stakeholders.

Evaluate learning using quality-based criteria.

DAY 5

Deliver training in a variety of settings.

Review own training using pre-determined review criteria.

Use the review to uncover strengths and weaknesses of own training.

* Portfolio compilation workshop.

CERTIFICATE VALIDATION

Not expiring

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