

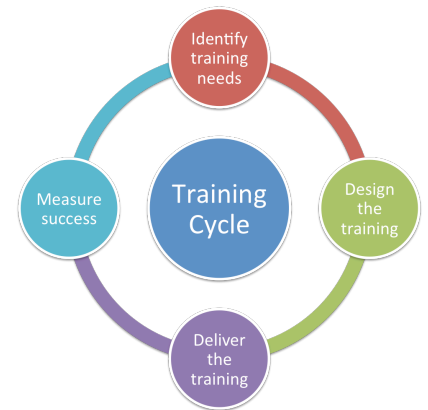
City & Guilds

Introduction to Trainer Skills (7300)

This is a very popular course and is ideal for someone who is in the role of a trainer or someone who carries out presentations to groups.

We follow the Training Cycle looking at various topics such as:

- Theories and models of learning
- Finding out training needs
- Planning a structured session
- Creating activities for a session
- Managing the environment
- Delivery methods
- Communication skills
- Managing difficult people
- Checking on learning
- Post training activities



Option 1

Face to face, over 2 days delivered at your organisations's venue. These days do not have to be consecutive.

Group size: 5-12 participants

From Day 1 the participants will be given access to DawsonLoane interactive online learning materials so they can review the content of Day 1 and access further reading and activities.

Assessment is by observation and test. Participants produce evidence that they can plan, prepare and deliver a micro-training session (20 minutes in length approx.). On Day 2 the participants deliver the short session to the peer group. In addition, they complete a short test and receive feedback.

Option 2

Individuals and small groups can apply for the online option. Dates are agreed for the 4 x 1 hour live webinars during which the participants carry out activities as well as receive trainer input.

Participants produce evidence that they can plan, prepare and deliver a micro-training session (20 minutes in length approx.). Ideally the session is delivered to a small group of colleagues within the organisation. We ask that a manager or supervisor observes the training session and provides evidence that this has taken place satisfactorily. We also ask that participants capture a video of the session so that a DawsonLoane assessor can view and give feedback. In addition, the participants complete a short online test and receive feedback.

Participants are also encouraged to deliver a short online webinar session demonstrating their ability to deliver presentations to an online audience.

Certification depends on full attendance and participation, successful delivery of micro training session and completed short test.

For more information please email Di Dawson di@dawsonloane.co.uk