SQT

TRAINING THAT DEVELOPS
REAL CAPABILITY











Training Needs Identification and Design - QQI Level 6

LPD018

Training Needs Identification and Design – QQI Level 6

The determination of both the business and learner training needs are critical components in the success of any training intervention. Knowing what outcomes are required will guide and direct how the learning should be designed, delivered and evaluated.

This programme consists of 5 days of extensive insight, exploration, discussion and practice of the skills required to research, analyse and determine the training needs required to support the development of individuals and ultimately the business/community in the achievement of its goals. The programme will examine the theories that underpin best practice in all areas of training needs determination, planning and design including how to effectively understand the core gaps and needs which require training and learning intervention. Learners will be invited to engage in a process of reflection, research and exploration of theoretical models introduced through designed experiential exercises and input, which aim to give real learning of how these theories apply to their role as the trainer and the learning outcomes established.

Duration & Price

Duration: 5 days
Delivery mode: This programme is available In-Company

Dates & Locations

In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.

In-Company Training

Please contact us for more information on our In-Company training options

What's covered?

This programme will be delivered in 5 days over a six week period.

As this programme is focused towards industry/community-based work settings, learners will have the opportunity to apply their classroom-based learning to real industry/community-based work settings. This will occur during the programme, in the intervening time between the units, and post-unit 2, to assist learners in developing their skills and completing necessary assessment requirements. All potential learners are invited to engage with the tutor in a pre-course one-to-one discussion to establish their requirements and expectations and to determine the suitability of this course to meet their specific learning and development needs.

The course structure will be as follows;

One to One pre-course initial contact with the learner

Pre-course learning via Moodle
Unit 1: Week 1 Training Days 1 & 2 (Hours: 8.30-6.00 per day)
Week 1 or 2 Online group tutorial session with the class 1 hour
Week 2 Online learning (accessible via Moodle) 30 minutes
Week 2 or 3 Tutor one-to-one session with the learner 1 hour/learner

Unit 2: Week 4 Training Days 3 & 4 (Hours: 8.30-6.00 per day)
Week 5 Online based group tutorial session with the class 1 hour
Week 5 Online Learning (accessible via Moodle) 30 minutes

Unit 3: Week 6 Training Day 5 (Hours: 8.30-6.00 per day)
Weeks 6 or 7 2 x Tutor one-to-one session with the learner 2 x 1 hour

Course schedules will allow the learner the opportunity to research, reflect, practice skills, and embed their learning, with further opportunity for discussion and reflection on shared learning on return to the group. As indicated above, learners will also have separate hours of one to one interaction with one of the facilitators to discuss and embed their personal learning journey.

Who should participate?

The learner will be a full time practicing trainer or individual, in industry or community-based, who has a training requirement to their role and wishes to understand more about, and develop, their skills in the area of training delivery and evaluation.

The learner could also be a person who aspires to, or is wishing to, move into a trainer role and wants to explore and understand the theory underpinning best practice in this field while having an opportunity to put this into practice in a safe environment. It is understood that the learner will already have business/community specific competence for what their organisation requires.

What will I learn?

Participants achieve the following learning outcomes from the programme;

- Examine the internal and external environmental factors influencing training and development requirements
- Differentiate between the concepts of learning, training, development and education
- Examine the impact of organisation strategy, policy, vision and mission on training and development
- Examine the purpose of training and development in an organisational and or individual setting
- Outline the benefits of training needs analysis at an organisation and or individual level
- Assess a range of approaches and techniques to conduct a training needs analysis
- Outline the stages in conducting a training needs analysis
- Assess a range of Instructional System Design (ISD) models
- Apply a comprehensive range of specialised skills and tools in identifying the barriers to training and attitudes to training in an organisation
- Devise a training plan based on prioritised training needs to include a cost benefit analysis
- Design a training intervention, that incorporates a range of design factors to include trainees, adult learning theories, motivation theories, objectives, exercises, training methods, learning aids, location and facilities
- Develop appropriate training content and materials using a range of learning aids to include web based facilities, software, flipcharts and handouts
- Evaluate a range of performance management approaches in the context of identifying training and development needs
- Conduct a Training Needs Analysis(TNA) to identify training and development needs for an organisation and or individual
- Identify TNA outcomes in terms of gaps in knowledge, skills and attitudes.

What are the entry requirements?

All applicants must demonstrate a **high level of competence in English**. International applicants whose first language is not English must provide evidence of competence **greater than or equal to B2+ on the CEFR**.

How will I be assessed?

Those delegates wishing to pursue QQI certification will be required to complete the following;

1. 2 X Assignment - 40% (20% each)
2. Project - 60%

The assessment briefs will be given to the delegates during the course and final assessment must be submitted to SQT within 12 weeks of course commencement.

The grading of the QQI award is as follows:
Pass 50-64%
Merit 65-79%
Distinction 80-100%

How do we train and support you?

Building on over 40 years combined experience in human resource learning and development, the tutors utilize an experiential learning approach to their programmes. This methodology of learning provides an opportunity for learners to engage with, experience and apply the learning in a practical way and also provides the opportunity for learners to receive feedback on their newly applied skills. The opportunity is also provided to learners to reflect on the full learning experience and how this might be of value to them in the achievement of their learning goals.

Learners will also be introduced to SQT's Moodle platform to facilitate and enhance Learner communications and Tutor/Learner interactions.

The following are samples of resources and activities which may be accessible via Moodle:

- Programme related documentation and links to further learning information
- Custom designed learning objects

To assist and continue with skills development, we facilitate via email a post learning reflective practice utilising skills practice sessions recorded during the course. This assists delegates in embedding new learning, gives further support and enables them to define any further actions required.

Programme accreditation

This course is QQI accredited at Level 6 on the National Framework of Qualifications. Delegates who successfully complete the course and pass the assessment will receive QQI certification (15 FET Credits). The course meets the requirements of Component Specification 6N3325, a QQI Minor Award. Learners who successfully complete 'Training Delivery and Evaluation' (6N3326) and Training Needs Identification and Design (6N3325) will receive a QQI accredited special purpose award 'Training and Development (6S3372).

Tutors



Gina Ryan
View Profile

What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on CourseCheck.com, an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



Click Here

SQT TRAINING THAT DEVELOPS *REAL* CAPABILITY

SQT provide a unique combination of high quality, accredited, practical training delivered by leading industry experts and supported by the most up to date learning technology and tools

LEAN SIX SIGMA, PROCESS & PROJECT MANAGEMENT

- Lean Six Sigma
- Join our Lean Six Sigma Network
- Continual Process Improvement
- Project & Programme Management

COMPLIANCE, STANDARDS & AUDITING

- Quality
- Environment & Energy Management
- Health & Safety
- Food Safety
- Life Sciences
- Laboratory
- Integrated Management Systems

LEADERSHIP & PERSONAL DEVELOPMENT

- Leadership & Personal Development
- Train the Trainer

QQI AWARD | IEMA - APPROVED - | CompEx Part of the JTL Group | FSPCA FOOD SAFETY PREVENTIVE CONTROLS ALLIANCE | CQI IRCA APPROVED TRAINING PARTNER | Chartered Institute of Environmental Health

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