SQT
TRAINING THAT DEVELOPS *REAL* CAPABILITY

Training Delivery & Evaluation – QQI Level 6

People are an organisation's most valuable asset. Well trained people can massively leverage performance in your organisation through passing understanding, knowledge and skills on in a systematic, interesting, and consistently adult focused way.

This programme consists of 5 days of extensive insight, exploration, discussion and practice of the skills required to prepare, plan, and deliver training in business or the community. The programme will examine the theories that underpin best practice in all areas of training delivery, including how to effectively engage learners in the learning process and evaluate its effectiveness in the context of required learning outcomes. Learners will be invited to engage in a process of reflection and exploration of theoretical models introduced through designed experiential exercises and skills' practice, which aim to give real learning of how these theories apply to their role as a trainer and the learning outcomes set. Core Trainer Competencies in the delivery and evaluation of training will be demonstrated, practiced and assessed.

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 an eight 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

This programme will run over 8 weeks consisting of the following:

Week 1 Day 1
Week 2 Day 2
Week 2 Online learning (accessible via Moodle) 30 minutes
Week 2 or 3 1 Hour Online Group Tutorial
Week 3 Tutor one-to-one session with each learner 1 hour
Week 4 Day 3
Week 5 Day 4
Week 5 Online based group tutorial session with the class 1 hour
Week 5 Online Learning (accessible via Moodle) 30 minutes
Week 7 Day 5
Week 8 Tutor one-to-one sessions with each learner 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 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.

Learners will typically have encountered challenges within their role as a trainer which they will be encouraged to explore and practice in light of theory introduced, and will have the opportunity to re-examine these through Skills' Demonstration sessions. It is expected that learners will be currently (or imminently) training one-to-one, or groups of people in business/the community towards a specific set of learning objectives. Learners will be invited to self-assess their own Trainer competence through self-awareness processes such as self-assessment questionnaires, reflection, skills practice and feedback.

What will I learn?

Participants achieve the following learning outcomes from the programme;

- Outline the concepts and theories underlying the delivery and evaluation of training interventions
- Explore the elements which impact on the effectiveness of a training session to include, the learning environment, the trainer, learning methodologies and the group dynamics of participants
- Demonstrate an awareness of a range of issues to include equality, diversity and disability in the context of current legislation with regard to training provision
- Appraise a range of evaluation models, approaches, tools and techniques used in the evaluation and monitoring of a training and development intervention
- Deliver appropriate training content and materials using a range of training aids
- Formulate appropriate evaluation tools, techniques and approaches for a training session to determine whether or not training needs were met and objectives fulfilled
- Provide constructive feedback to participants in relation to training intervention
- Apply a comprehensive range of specialised training delivery and evaluation skills in the delivery of an appropriate training intervention
- Devise a training evaluation process to include the identification of key stakeholders, feedback from the trainee, challenges within the process and the conduct or methodology of the evaluation
- Select from a range of evaluation tools, techniques and approaches for a training session to determine whether or not training needs were met and objectives fulfilled
- Report on a training and development evaluation to include the identification of areas of success and of improvement opportunities.

What are the entry requirements?

Level 5 Certificate, Leaving Certificate or equivalent qualifications and/or relevant life and work experiences. For applicants whose first language is not English, SQT recommends a minimum English language competency of IELTS 5.5 (or equivalent) for successful completion of this programme. It is important to note that learners are not expected to have an IELTS or equivalent examination complete. Potential delegates are expected to self-assess their English language competency against the IELTS Band scores which can be found in this document.

How will I be assessed?

The assessment briefs will be given to the delegates during the course and final assessment must be submitted to SQT within 8 weeks of course commencement.

Project : 40%

- Project Proposal: Due at beginning of day 5 Week 7
- Project: Due at the end of week 8

Learner Record : 20%

- Learner Log: - Due on Week 4 and 8
- Learner Record: - Due on Week 8

Skills Demonstration : 40%

- Skills Demonstration 1: Due at beginning of Day 3 on week 4 and Evaluation due on week 7
- Skills Demonstration 2: Due at beginning of Day 5 on Week 7 and Evaluation due on Week 8

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

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. The course meets the requirements of Component Specification 6N3326, 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

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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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