LEARNFORWARD
TRAINING SOLUTIONS AND CONSULTING AGENCY

Overview

Welcome to the **Train the Trainer** learning programme that will lead you to greater **understanding of facilitating learning** using a **variety of given methodologies.**

The **purpose** of the programme is to provide learners with the required knowledge and skills to **facilitate learning** using a variety of given methodologies.

Train the Trainer is a comprehensive **SAQA unit standard-based** course intended for **all persons** who need to **facilitate learning** using a **variety of given methodologies.** This unit standard will **provide recognition** for those who facilitate or intend to facilitate learning using a variety of given methodologies. Formal recognition will enhance their **employability** and also provide a means to identify **competent learning facilitators.**

Features and Benefits

1. This course is accredited with **ETDP SETA** upon successful completion of your **Portfolio of Evidence (PoE)** for **Unit Standard 117871.**

2. Get **5 days to 4 weeks** access to your course via our **Wemsoft Learning Platform or distance learning** that includes, extra resources, questionnaires and much more.

3. Trainers will **gain confidence** and enhance their **practical and –instructional skills** as well as **platform techniques**.
4. Becoming a trainer for your company can **save external training costs** to your company.
5. As an accredited trainer you can **earn an income** by offering workshops, training courses and more.

Course Prerequisites

• Learner should be knowledgeable and experienced in their field of expertise which is usually also the field that they will train in.

What you get

On completion learners will earn:

• **Certificate of Completion** from **LearnForward**
• **Certificate of Competency** from **ETDP SETA** upon successful completion of the PoE process (Moderated and found competent)

Note: All certificates are electronically issued.

Duration

Online/E-Learning or distance, Mentored Learning
5 days to 4 weeks Self-paced, access anytime,anywhere via our distance or onlineLearning Platform.

Payment Options

50% deposit of the course fees.
50% balance when you are submitting your PoE.

Course Accreditations

Accredited By
ETDP SETA: ETDP011592

Unit Standards
US117871, NQF5, Credits: 10

Course Outline

Module 1: Plan and Prepare for Facilitation
This module introduces the learner to skills development in a historical and current South African context. Learners will be introduced to the concept of planning and preparing for a facilitation session including doing a learning needs analysis, the stakeholders involved in the process and review criteria in accordance with organisation and legislative requirements.
- Skills Development trends and adaptations in South Africa
- Plan to cater to learners needs
- Plan to cater for stakeholders needs
- Arranging resources and personnel
- Preparing Learning Material
- Selecting the correct Methodology Facilitation Process
- Arranging Learning Environment
- Establish Review Criteria in accordance with organisation policies

Module 2: Facilitate Learning
In this section we are going to look at facilitating the training session that you have planned and focus on using learning activities, questioning techniques and ensuring that your learning environment contributes to the overall intervention.
- Facilitate Learning in a coherent manner
- Ensure learning environment promotes interaction and facilitation contributes to learning outcome
- Facilitation approaches and activities that can be to applied
- Managing groups
- Questioning techniques
- Monitor progress

Module 3: Evaluate Learning and Facilitation
In this module learners will be planning for evaluation, collect and record data and review the evaluation process.
- Plan and Prepare for Evaluation
- Collect and record data
- Analyse and research data
- Review the strengths and weaknesses
- Compiling evaluation reports including the possibility of remedial action

Delivery Methods
- Distance learning
- Online Self-paced

Outcomes and Objectives

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

- Plan and prepare for facilitation
- Analyse learners and learning needs
- Plan to cater for the needs of stakeholders and learners
- Arrange resources, locations and personnel
- Prepare the learning material
- Select a facilitation methodology
- Prepare for the facilitation process
- Facilitate learning
- Facilitate learning in a coherent manner
- Ensure that the learning environment and facilitation approach promote interaction
- Facilitation approach and facilitated activities
- Ensure that facilitation contributes to learning experience and outcomes
- Manage groups in line with facilitation principles
- Use questioning techniques
- Monitor learner progress
- Evaluate learning and facilitation
- Seek learner and stakeholder feedback on facilitated learning
- Identify the strengths and weaknesses of the learning intervention
- Identify the useful recommendations for improvement in future interventions