

## Training Delivery and Evaluation



<b>QQI Code</b>	QQI Training Delivery and Evaluation Level 6 - 6N3326  Minor module - Credit value 15
<b>Duration</b>	6 x full days 42 face - to face training hours plus 10 hours web based directed learning hours  As part of Total Focus's unique new blended learning approach you the learner have the opportunity to access additional information from our website. During this training programme you will be asked to avail of directed learning for approx. 2 hours prior to each of the face-to-face training days.  This will consist of presentations, videos, questionnaires, quizzes, additional written information and articles providing a source of material for the next face-to-face training day  Please ensure that you have access to the internet and are able to download material for this directed learning as part of the next face - to - face training day is based on this material  You are expected to engage in self learning hours outside the course  You are also encouraged to form a support group with your colleagues meeting either in person or by telephone / Zoom / Skype between the classes
<b>Overall aims of Training Delivery and Evaluation</b>	The purpose of this award is to provide learners with the necessary knowledge, skills and competences to deliver, assess and evaluate a training and development programme

<p>What exactly is Training Development and Evaluation</p>	<p>Understanding the challenges and skills associated with training, delivery and evaluation of training programmes.</p>
<p>Who should attend?</p>	<p>Anyone looking to add training development and evaluation to their skill set          Anyone in a supervisory, managerial or leadership role who train others as part of their current / future job.          Anyone looking to develop or up-skills their training skills          Anyone looking for promotion where training is one of the core competencies</p>
<p>What will I learn?</p>	<ul style="list-style-type: none"> <li>• Understand the key steps in being a successful trainer including how adults learn and how to respond to the many learning styles in a learning and development situation</li> <li>• Identify the use of clear objectives, messages and learning outcomes.</li> <li>• Plan and follow the constructive learning steps to ensure the training programmes meet the objectives</li> <li>• Analyse group dynamics and the impact on training</li> <li>• Explore the concepts, theories and thinking in delivering and evaluating training in the widest sense in training and development</li> <li>• Understand and be able to put into practice current legalisation including health and safety, equality, diversity and disability etc</li> <li>• Differentiate between training aids, training techniques and identify the best one to use in a given environment in a training and development role</li> <li>• Plan evaluation tools for training and development ensuring that learning outcomes are met</li> </ul> <p>Plus lots more...</p>

6 days face-to-face plus 10 hours web-based learning	
This training programme can be delivered via Zoom	
<b>To achieve your QQI 6N3326 award certificate in Training Delivery and Evaluation</b>	<ul style="list-style-type: none"> <li>• You must complete the following</li> <li>• 80% attendance</li> <li>• Satisfactory completion and grade of QQI assignments</li> </ul> <p>Including:</p> <ul style="list-style-type: none"> <li>• 40% - Project (based on aspects of Training Delivery and Evaluation)</li> <li>• 40% - Skills Demonstration</li> <li>• 20% - Learner record</li> </ul>
<b>Would you like to talk to us about this training programme?</b>	To find out more about the Training Delivery and Design programme please contact Maeve Finch of Total Focus on 085 735 4446 or <a href="mailto:training@totalfocus.ie">training@totalfocus.ie</a>
<b>'In-house' training</b>	Please note that this programme can be delivered 'in house' and tailored to the needs of your organisation  Contact Total Focus for a quotation