



QQI AWARD

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**Office & Training Solutions Ltd**  
**Momentum Works, Leitrim Village, Co Leitrim**  
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***NEW! - 5 day QQI Level 6 Training Delivery and Evaluation programme 6N3326***  
***(more commonly known as Train The Trainer course).***

**Programme Aim**

This programme will equip participants with the knowledge and skills necessary to deliver, assess and evaluate a training and development intervention.

**Programme Objectives**

At the end of this module the learner will be able to:

- Explain the role and competencies of a trainer
- Identify key factors in preparing for training delivery
- Develop effective learning objectives
- Demonstrate core skills required for effective delivery of training programmes
- Discuss the assessment of learning, identify a range of assessment tools and techniques and devise an appropriate training assessment process
- Explain the purpose of training evaluation identifying a range of evaluation tools and techniques and applying evaluation effectively to propose key areas of improvement

**Programme Plan**

**Day 1**

- Introduction & Programme plan
- Training Theories
- Learning Styles & Theories of Group Dynamics
- Trainer responsibilities
- Managing diversity within a training environment

### Day 2

- Training Needs Analysis
- Training Design
- Communication & Presentation Skills
- Skills Demo Preparation

### Day 3

- Training Evaluation & assessment - Kirkpatrick's 4 levels
- Training Delivery - Establish, promote and maintain a positive learning culture
- Skills Demo practice

### Day 4

- Skills Demo Assessment 1
- Skills demo evaluation

### Day 5

- Final Skills Demo assessment - see below
- Skills demo evaluation
- Support on Learner Record and Project

## **Programme Assessment**

### ***Skills Demonstrations***

Candidates will be assessed on an ongoing basis throughout the five days via skills demonstration practice sessions. On day 4 & 5 candidates will be required to complete two 15 minute skills demos to meet specific learning outcomes covering:

- Effective communication skills and best practice as regards equality
- Use of appropriate visual aids e.g. handouts, flip charts, overhead projector, video clips etc
- Ask and respond to questions to clarify understanding, engage and assess the learning
- Provide feedback to trainees in terms of their progress and understanding in a positive and constructive manner
- Carry out an effective evaluation process

*The skills demonstrations carry 40% of the marks (20% each)*

### ***Project***

Candidates are required to complete a project & produce evidence of effective planning & evaluating of training session delivery in order to demonstrate knowledge and skills of the delivery and evaluation stages of the training process.

The project must be submitted 4 weeks following course completion

*The project carries 40% of the marks.*

***Learner record***

Candidates will be required to complete a learner record as a self reflection highlighting areas of strength and key areas of development from the learning gained from the training activity and the analysis of the evaluation process

The learner record must be submitted 4 weeks following course completion

*The learner record carries 20% of the marks.*

**Trainee Profile**

This programme is designed for new and experienced trainers and will be tailored to address the needs of each participant as required

**Duration**

This course is run over five days over a period flexible to candidate's requirements.

**Certification**

This course is certified by QQI (Quality & Qualifications Ireland) and participants will gain a QQI Level 6 component award and gain 15 credits.

***Sample testimonials from recent Train The Trainer courses delivered by Orla Leydon @ Office & Training Solutions***

*"Excellent course, well delivered. Will model Orla's excellence in training in the future, Thank you!" **ToB***

*"Orla was an excellent trainer, very helpful & encouraging throughout. Her style of delivery & attitude really encouraged the group to take part and give input where relevant, thanks" **NMc***

*"A lot of excellent handouts and extra material in the folder for practical usage. Good delivery with a mixture of theory & breakout sessions" **MD***

*"Having worked as a trainer promoted within the company with no formal train the training coaching I found this course excellent from the point of view it formalised the whole package of the role of trainer, I am delighted to have undertaken to complete the FETAC course" **JM***

*"I found Orla very good both in skills & attitude and she clearly set out her aim and objectives. Thank you" **PL***

*"The course was conducted in a friendly supportive manner which was great encouragement especially in regard to the skills demonstration which can seem a little daunting" **MC***

*"I found the course very beneficial. The facilitator delivered the course excellently, clearly and concisely. Orla was very helpful and an example of a great trainer, thanking you" **GM***

*"A very good course and presentation by Orla. Learned to appreciate the theory and psychology behind the trainer and trainee" **PC***

*"I found the course to be very beneficial and would recommend to my colleagues" **DL***

*"The planning and delivery reflected so much that Orla has done her work beforehand. Many great areas of aids were provided with regard to internet & books. Felt I was important to her. Her ability to show examples of the different practices were excellent, thank you! " **RL***

*"Trainer very good at providing practical examples of experience" **CB***

*"Course was fun, exercises kept everyone interested, enjoyed presenting and using skills as they were taught, pleasure to attend such a good course" **SS***

*"A great course, so well presented & put together, Thanks a million" **SG***

*"Enjoyed the course and feel I have learned a lot. Orla is an excellent tutor & very helpful" **MD***

*"I really enjoyed the course, I feel it was very beneficial and I am confident I will use what I have learned in the future, thank you!" **AW***