



QOI AWARD

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**Office & Training Solutions Ltd**  
**Momentum Works, Leitrim Village, Co Leitrim**  
**Tel: 086 3807802 (E) [orla@ots.ie](mailto:orla@ots.ie)**

***NEW! - 5 day QOI 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
- Trainer roles & competencies
- Training Theories
- Learning Styles
- Communication & Presentation Skills

## Day 2

- Managing diversity within a training environment
- Training Needs Analysis
- Training Design
- Trainer Facilitation Skills

## Day 3

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

## Day 4

- Skills Demos Preparation & practice
- Skills Demo Assessment 1
- Skills demo evaluation

## Day 5

- Final Skills Demo assessment - see below
- Skills demos 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 days 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 in total*

### ***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 2 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 a recent Train Delivery & Evaluation course 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 is a true educator, always aware of her students' needs and capabilities, knowledgeable on many topics, patient and positive. Anyone contemplating entering the world of training or mentoring should take this course first as it prepares you for the workplace" **MD***

*"Enjoyed the programme and the group interactions Very good friendly and homely environment created, will highly recommend Orla to others" **FD***

*"Orla is a fantastic trainer and teacher, and creates a relaxed and fun learning environment. I had never done anything remotely like this before, and being a Stonemason, this was not an environment I was familiar with, but Orla delivered the information in such a clear way that I was able to take it in without feeling completely overwhelmed. The group were great too, and the help and support from everyone throughout the exercises really boost your self confidence. Cannot fault Orla, I would recommend anybody thinking of doing this course to contact her" **DK***

*"Having attended many many courses over the years, this particular programme ranks well into the Top 5. That the course leader was a subject matter expert was abundantly evident; there was a great mix of passion (for the subject) and compassion (for individuals and their needs) resulting in an extremely professional presentation of the programme which has set very high standards to be achieved by those of us who will go on to deliver training in the future" **PG***

*"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***

*"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***