

# PLANNING & DELIVERING TRAINING SESSIONS TO GROUPS



Training that makes a difference

# Introduction

**Quest (Scotland) Ltd** is delighted to offer an accredited qualification in **Planning and Delivering Training Sessions to Groups**. Quest has been delivering a Train the Trainer workshop and the Professional Development Award in Delivering Training in the workplace for a few years and we are excited to be able to offer a new qualification, which gives our customers a choice about how they become an accredited trainer.

The credit points for the qualification is **6 credits**.

The award can be delivered in your **own company** or learners can book onto our **Open workshops**.

This award will be achieved by attending **3 full days of workshops** which will be two consecutive days, followed by one follow up day after 1-2 weeks. Learners will conduct a 25-35 minute training session on day 3 which he/she has designed. Learners will also be required to write a reflective account after the programme as well as writing 400 words to meet the first outcome. In our experience of running these programmes, it's almost always the thought of presenting to others that is most daunting, but trust us, once you've completed the first two days, you'll have the confidence and skills to deliver a brilliant training session.

## Programme Outline

Learn

Design

Deliver

Reflect

Answer

1. 3 Days of Training
2. Design and deliver 1 25-35 minute Training Session on day 3
3. Write a Reflective Account on your learning from the qualification
4. Write a 400 word answer about enabling your learners to learn

# Day 1



## Objectives

- Reviewed **icebreakers** and identified what has worked for you
- Listed the **qualities** of a good trainer
- Identified your **training style**
- Considered the **4 learning styles** from Honey and Mumford
- Discussed a **process** for designing a training session including
  - ▣ writing aims and objectives
  - ▣ choosing relevant methods
  - ▣ then designing a lesson.

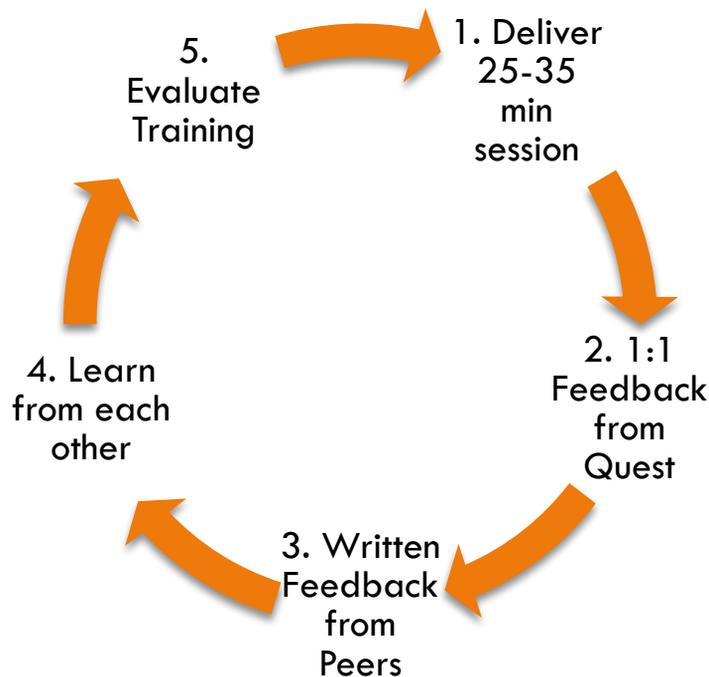
# Day 2



## Objectives

- Reviewed day 1
- Considered the ideal training environment
- Listed “top tips” for delivery of training including
  - Developing rapport
  - Communication
  - Giving feedback
- Discussed how to use take care of your voice
- Conduct an activity you might include in a session
- Consider challenges and solutions

# Day 3



## Objectives

- You will deliver your lessons in turn
- Your tutor will signal to you when 25 minutes has passed and will stop the session at 35 minutes
- You will receive written feedback from your peers
- You will receive written and verbal feedback from your tutor
- Your peers will discuss and propose 1 thing you could do to improve the session

# The Final Phase

## Reflective Writing

- Complete a reflective piece and action plan of
  - “What have you learned and what will you do differently when you are training?”

**Once completed you'll have achieved the following learning outcomes.**

## Learning Outcomes

- Explain the trainers role in ensuring learners' needs are met
- Prepare learning objectives, session plans and learning support materials to meet learner requirements
- Deliver planned interactive training sessions and monitor the progress and achievement of learners
- Evaluate the effectiveness of the training sessions delivered and develop your own practice

## What next?

You could carry on to complete a Professional Development Award – Training and Development for Delivery to Groups (at level 7). Further information will be available during this programme.

Investment £600 for 1 person or £1 100 for two people. (plus VAT)