VERNER WHEELOCK
Excellence in food industry training

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Delivering Training

Course summary
2 day course leading to the Highfield Level 3 Award in Delivering Training
This is a practical and interactive course which focuses on the effective delivery of training. It is mainly aimed at those who will use pre-prepared training materials to deliver training within the workplace, for example in-house training including induction, SOPs, manual handling, COSHH, as opposed to a training delivery that is more focused on procedures, protocol and regulatory requirements, such as RQF accredited qualifications provided through awarding bodies.

Who should attend?
This practical course is ideal for trainers new and old looking to improve their classroom training skills. It will appeal especially to supervisors, managers and personnel required to deliver training in-house to work colleagues.

Entry requirements
There are no formal entry requirements but learners should have a good standard of English.

Course structure and content
The qualification is centred on training delivery methods, questioning techniques and time management. By the conclusion of the course, delegates will:
- Be able to plan and prepare a training session
  o Prepare for training delivery
  o Select delivery methods and resources to meet the needs of the subject and learners
  o Prepare a simple timed plan
- Be able to deliver a training session
  o Use training materials and resources
  o Demonstrate the use of assessment strategies during delivery
- Be able to evaluate a training session
  o Evaluate training delivery
  o Identify areas for future development

Assessment
Learners are assessed on the delivery of micro-teaching sessions totalling 20 – 30 minutes . They will also need to produce a simple timed plan and submit a self-evaluation report.

Course Fee
£595 + VAT

Your course fee includes:
- Course binder and notes
- Lunch and refreshments
- One-to-one feedback
- Examination fee and Highfield certificate

Progression
Highfield Level 3 Award in Education and Training

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HACCP   HEALTH & SAFETY   NUTRITION   CONSULTANCY
AUDITING   FOOD SAFETY   SPECIALIST   ETHICAL TRADING