

Delivering Training

Course Summary

3 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.

Duration

3 days

Course Structure & Content

- ◆ **Be able to plan and prepare a training session**
 - ◆ Prepare for training delivery
 - ◆ Select delivery methods and resources to meet the needs of the subject and learners
 - ◆ Prepare a simple timed plan
- ◆ **Be able to deliver a training session**
 - ◆ Use training materials and resources
 - ◆ Demonstrate the use of assessment strategies during delivery
- ◆ **Be able to evaluate a training session**
 - ◆ Evaluate training delivery
 - ◆ Identify areas for future development

Course Delivery / Format

Classroom:

Delivered face-to-face at our training centre in Skipton, North Yorkshire UK.

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.

Learning Outcomes

Delegates will be able to plan and prepare, deliver and evaluate a training session. They will be able to select the most suitable training methods and materials to suit needs of their learners.

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Qualification / 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. In addition, delegates will be required to complete pre-course work prior to training. Successful candidates will be awarded the Highfield Level 3 Award in Delivering Training.

Course Fee

£799 + VAT

All course fees are payable in advance

Your course fee includes:

- ◆ Course binder and notes
- ◆ Lunch and refreshments
- ◆ One-to-one feedback
- ◆ Examination fee and Highfield certificate