

## Session Overview –FETAC LEVEL 6 Train the Trainer

### Day 1

Time	Topic	Mins	Objectives/Results	Methods	Equipment
9.30	Introduction	30	Explain housekeeping issues Agree course/learning objectives Get to know delegates Prepare minds for learning Establish credibility	Tutor Presentation Discussion Delegate Presentation	Data Projector Flipchart
10.00	Adult Learning	45	Understand and list the 4 stages of learning Name 3 Types of Learning Know how to promote learning Understand the learning curve	Brainstorming Tutor Presentation Group exercise Game	Data Projector 2 Flipcharts
10.45	Break	15		Energizer	
11.00	Adult Learning Continued	75	Learn and identify the Kellers ARCS Model Name and describe the 4 learning styles Understand the concepts of training Learn the alternatives to group adult learning	Tutor Presentation Discussion Brainstorming Role play	Data Projector Flipchart
12.15	The Importance of objectives in training	45	Know the questions to ask when setting objectives Know what SMART stands for Know how to use Action Verbs Know where setting objectives fit in with the Systematic Cycle	Tutor Presentation Brainstorming Discussion	Data Projector 2 Flipcharts

1.00	Lunch	45	Mespil Hotel - Carvery		
<b>Time</b>	<b>Topic</b>	<b>Mins</b>	<b>Objective</b>	<b>Methods</b>	<b>Equipment</b>
1.45	Energiser	15	Refocus minds after lunch		
2.00	Communicate Effectively with Adult Learners	60	Identify the barriers to communication in a training environment Understand the importance to Questions and listening skills	Tutor Presentation Brainstorming	Data Projector Flipchart External hard drive Speakers
3.00	Break	15			
3.15	The power of non verbal Language	45	Learn how behaviour breeds behaviour Understand the importance of open communication in training	Tutor Presentation Brainstorming Discussion DVD	Data Projector 2 Flipcharts External hard drive Speakers
4.00	NLP Communication Model	30	Learn how we communicate using our senses Know what the 4 different representational systems are Know how to build rapport using the NLP principles	Tutor Presentation Discussion	Data Projector Flipchart
4.30	Summary & Check for Learning	30	Summarise Check for Learning Action Plan	Tutor Presentation Discussion Quiz	Feedback form
5.00	Close		Each delegate is asked to present back a topic from today session, first thing in the morning as a part of a recap.	Tutor Presentation	

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### Day 2

Time	Topic	Mins	Objectives/Results	Methods	Equipment
9.30	Recap of learning from Day 1	30	Each delegate speaks for 7 minutes with use of the flipchart on a topic covered in the previous day.	Tutor Presentation Discussion Delegate Presentation	Data Projector Flipchart
10.00	The Role of the Trainer	60	List the various roles of a trainer and a trainer characteristics Analyse your own skills and identify your strengths and areas to improve Explore the 4 training style preferences	Brainstorming Tutor Presentation Group exercise Game	Data Projector 2 Flipcharts
11.00	Break	15		Energizer	
11.15	Disruptive and Discriminatory behaviour	45	Identify the 4 Disruptive behaviour types Learn a minimum of 4 ways to deal with disruptive behaviour Name the 9 grounds of discrimination according to Irish Law Learn the common pitfalls by trainers relating to the 9 grounds	Tutor Presentation Discussion Brainstorming Role play	Data Projector Flipchart
12.00	Training Needs Analysis	60	Learn what information you need before embarking on a TNA Name the 8 stages required for a successful TNA	Tutor Presentation Brainstorming Discussion	Data Projector 2 Flipcharts

1.00	Lunch	45	Mespil Hotel - Calvery		
<b>Time</b>	<b>Topic</b>	<b>Mins</b>	<b>Objective</b>	<b>Methods</b>	<b>Equipment</b>
1.45	Energiser	15	Refocus minds after lunch		
2.00	Training Needs Analysis	60	Learn the 3 ways to analyse data Learn how to create a 5 day plan for a TNA Know how to complete a job analysis	Tutor Presentation Brainstorming Case Study	Data Projector Flipchart External hard drive Speakers
3.00	Break	15			
3.15	Module Design	60	Understand what is required for module design Learn what the Three E's are and when to use them Identify what to include within a programme structure	Tutor Presentation Brainstorming Discussion	Data Projector 2 Flipcharts External hard drive Speakers
4.15	Design and Training Methods	30	Identify a minimum of 6 different training methods Understand what learning style suits each training method	Tutor Presentation Discussion	Data Projector Flipchart
4.45	Summary & Check for Learning	30	Summarise Check for Learning Action Plan	Tutor Presentation Quiz	Feedback form
5.00	Close		Each delegate is asked to study and research 1 of 4 adult theorist assigned and present back to the group on day 3 using PowerPoint for 10 minutes		
			(Delegates are asked to think of a topic to present on for 15 minutes as part of the skills demonstration on day 4)		

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### Day 3

Time	Topic	Mins	Objectives/Results	Methods	Equipment
9.30	Adult Theorists	40	Each delegate speaks for 10 minutes with use of the PowerPoint on 1 of 4 Adult Theorists	Tutor Presentation Discussion Delegate Presentation	Data Projector Flipchart
10.10	Preparing for delivery	35	Discuss the training methods that could be used in the previous presentations.  Identify the training methods to use to check understanding.	Brainstorming Tutor Presentation Group exercise Game	Data Projector 2 Flipcharts
10.45	Break	15		Energizer	
11.00	Visual Aids	45	Name the 6 different visual aid used in training Understand the do's and don't when using visual aids Learn the trainers top tips when using visual aids Assess your PowerPoint presentation from this morning	Tutor Presentation Discussion Brainstorming	Data Projector Flipchart
11.45	Presentation Skills	60	Learn the steps for peripheral vision Learn the 5 Virginia Satir Categories for arm gestures Understand the Trainer Stance	Tutor Presentation Brainstorming Discussion Role Play	Data Projector 2 Flipcharts

1.00	Lunch	45	Mespil Hotel - Carvery		
<b>Time</b>	<b>Topic</b>	<b>Mins</b>	<b>Objective</b>	<b>Methods</b>	<b>Equipment</b>
1.45	Energiser	15	Refocus minds after lunch		
2.00	The learning environment	45	Understand how to create the correct physical environment Prepare a practicality checklist for the: Venue, Equipment, Timing Prepare a Trainer Toolkit	Tutor Presentation Brainstorming Group Discussion	Data Projector Flipchart
2.45	Break	15			
3.00	Training preparation	30	Prepare your learning environment Prepare visual aids Prepare a minimum of 2 training methods Prepare the structure	Tutor Presentation Brainstorming Discussion	Data Projector 2 Flipcharts
3.30	Training Delivery	90	Each delegate to deliver a 15 minute presentation and receive feedback	Tutor Presentation Discussion	Data Projector Flipchart
4.45	Summary & Check for Learning	30	Summarise Check for Learning Action Plan	Tutor Presentation Quiz	Feedback form
5.00	Close		Each delegate is asked to review the feedback received and make any adjustments required for live run in the morning	Tutor Presentation	

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### Day 4

Time	Topic	Mins	Objectives/Results	Methods	Equipment
9.30	Skills Demonstration	90	Each delegate to deliver a 15 minute training session as a part of the Fetac skills demonstration	Delegate Presentation	Data Projector Flipchart Video recorder Tripod
11.00	Break	15		Energizer	
11.15	Evaluation	60	Understand what the evaluation process is. Identify the reasons why evaluation takes place. Learn what to have on the trainer evaluation checklist Understand the benefits of evaluation	Tutor Presentation Discussion Brainstorming	Data Projector Flipchart
12.00	Evaluation	60	Learn the 5 different levels of evaluation  Analyse the different level 1 evaluation forms and note likes and dislikes	Tutor Presentation Brainstorming Discussion	Data Projector 2 Flipcharts Evaluation examples

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1.45	Energiser	15	Refocus minds after lunch		
2.00	Evaluation	45	Create your own level 1 evaluation form	Delegate Presentation	Data Projector Flipchart
2.45	Break	15			
3.00	Recap on the 4 days	90	Training Needs Analysis Programme Planning Session Delivery Review & Evaluation	Tutor Presentation Brainstorming Discussion Delegate Presentation	Data Projector 2 Flipcharts
4.30	Q & A	15	Each delegate to ask any questions relating to the assignment part of the Fetac Train the Trainer	Tutor Presentation Discussion	Data Projector Flipchart
4.45	Summary & Check for Learning	30	Summarise Wrap up	Tutor Presentation	Feedback form
5.00	Close			Tutor Presentation	