

TRAINING SOLUTIONS

ian.hunt@tiscali.co.uk

“GROUP TRAINING CERTIFICATE” WORKSHOP (TRAINER TRAINING) – 21st, 22nd & 28th October 2008

JOINING INSTRUCTIONS

Venue: TBC

Contacts: Diane Campbell, Telephone 01854 613737

Trainer: Ian Hunt, Telephone 01382 360098

Timings:- 9.15 for 9.30am – 4.30pm (Day 1) 9.00am – 4.30pm (Day's 2 & 3)

Welcome to the Group Training Certificate Workshop. You will find the following information invaluable as it will guide you in the selection of topics, familiarise you with the content of the programme and help you focus on your own personal goals.

Timings – The course will begin at 9.30am sharp on the first day. Please ensure you arrive in good time on the first day. The daily finishing times are flexible, but you should be free by 4.30pm each day. **Please note** that you will need to do some evening work.

Goal Setting – It is important you consider your own personal goals prior to the course commencing. This will help you focus on the achievement of your own goals and ensure the trainer is able to facilitate individual goals being fulfilled within the group learning experience. Identify at least two goals you wish to achieve as a result of attending the programme. You will be asked to share these with your fellow learners during the morning of day one.

Practice Sessions – Please note that your course programme includes two practice sessions, during which you will be required to carry out two different short pieces of group training to fellow learners. A list of suggested training sessions is enclosed. Please study this list carefully and come prepared for these sessions – it will save you time when you arrive at the course.

Assessment – This training course is a nationally recognized qualification. To ensure that the quality of the programme is maintained, all learners are assessed against national marking criteria (Stonebow). The assessment of your skills will take place on your final practice session on day three. Your trainer will explain the process to you in detail during the programme, however if you have any concerns please feel free to contact your trainer prior to the programme commencing.

TRAINING SOLUTIONS

ian.hunt@tiscali.co.uk

Programme Details:-

Aim – On successful completion of this training you will be able to deliver on-the-job training to groups of learners.

Objectives – By the end of the training, you will be able to:

1. Design & conduct training sessions using instructional techniques and appropriate visual aids;
2. State the benefits of alternative learning methods & recognise situations where they can be used.

Programme Summary

DAY 1

- 9.30 am INTRODUCTIONS / OVERVIEW
- 9.45 am THE LEARNING PROCESS
- 10.30 am INSTRUCTIONAL OBJECTIVES
- 11.00 am *Coffee/Tea*
- 11.15 am DEVELOPING A TRAINING PLAN
- 12.45 pm *Lunch*
- 1.45 pm DEVELOPING A TRAINING PLAN (Cont'd)
- 2.30 pm QUESTION TECHNIQUE
- 3.30 pm VISUAL AIDS
- 4.30 pm ACTION PLANS / DAY ENDS

DAY 2

- 9.00 am 1st PRACTICE SESSIONS
- 2.30 pm GROUP HANDLING

DAY 3

- 9.00 am 2nd PRACTICE SESSIONS
- 3.00 pm THE WAY AHEAD & OTHER TRAINING METHODS
- 4.30 pm PROGRAMME ENDS

TRAINING SOLUTIONS

ian.hunt@tiscali.co.uk

Practice Sessions

You will note from the course programme that you will be required to carry out two short pieces of group training. This will give you an opportunity to practice the skills being taught on two occasions. You will have to choose **two different training sessions**. On **Day 2**, you will train the group for 20-25 minutes and on **Day 3**, you will train the group for 25-30 minutes. This will involve you and your trainees in using training materials, e.g. overhead acetates, flipchart, handouts, props, PowerPoint, etc. You will need to provide these.

You should come to the workshop with some ideas of your practice theory sessions. You would also find it useful to bring any support/resource material with you from either home or work, e.g. company procedures, manuals, reference books, etc.

Suggested Tasks for Practical Training Certificate

The list below gives a few examples, you may wish to choose another topic, but make sure that it is relatively simple, and you feel comfortable with:

- A Wildlife Topic
- Green Issues
- Woodland Management
- Local People Leading Campaign
- Working with Volunteers
- How to build a dyke
- How a community group can generate income
- Managing a crofting estate.

Etc.

TRAINING SOLUTIONS

ian.hunt@tiscali.co.uk

Equal Opportunities Policy

Stonebow operates an equal opportunities policy. The aim of this policy is to ensure that no candidate receives less favourable treatment on grounds of sex, marital status, disability, race, religion, colour, ethnic or national origin.

Grievance & Appeals Procedure

1. If you believe that you have a grievance relating to your training and / or assessment, you should take up your grievance in writing to The Operations Manager at Stonebow.
2. Stonebow will investigate your grievance and discuss the outcome of their investigations with you. The outcome will be confirmed in writing within one month from the date your original letter was received.

Health & Safety Policy

Individual Health & Safety Policies will be in force at all of our venues.

Options for Training Materials

The course has progressed recently and most participants choose to use PowerPoint when they are training. You are also able to use other aids such as flip charts, overhead projectors, etc. It is however recommended that participants learn some basic PowerPoint skills prior to Day 1. Please telephone or e-mail if you require more information on this.

If you require any further information about the course, please contact your trainer for help & advice:-

Ian Hunt, Training Facilitator
Training Solutions
22 Mary Findlay Drive
Longforgan, By DUNDEE
Perthshire
DD2 5JE
Tel. 01382 360098
E mail:- ian.hunt@tiscali.co.uk