

IMPACT! – *Training for Trainers*

- *5-day comprehensive programme*
- *Aligned to NZQA Level 4 (optional)*
- *Highly participative and practical*
- *Competency-based and fun*

Unit 1 *Setting the scene*

This unit explores the principles of adult learning and gives participants an opportunity to assess their present level of skill as a trainer.

Unit 2 *Giving training a purpose*

Participants learn how to write performance objectives for training sessions and set standards.

Unit 3 *Checking the learning*

Participants learn about how to assess learning using formative and summative techniques.

Unit 4 *What are we training?*

This unit develops practical techniques for analysing knowledge and skill content before developing a training session or course.

Unit 5 *Who are we training?*

The participants take a closer look at the learner and examine such topics as learning styles, barriers to learning and diversity.

Unit 6 *Choosing the activities for learning*

This unit explores interactive methods and strategies, which facilitate learning, e.g. structured rehearsal and case study.

Unit 7 *Getting the message across*

Focusing on trainer communication skills, this session culminates in each participant facilitating a small group, providing an opportunity to demonstrate questioning and listening skills, management of the group, giving instructions and debriefing skills.

Unit 8 *Putting it all together*

Participants learn how to develop a comprehensive session plan.

Unit 9 *Using the tools of training*

This unit focuses on the use of training resources.

Unit 10 *Did the training make a difference?*

This unit focuses on identifying the methods of evaluating training.

Unit 11 *Mini-training sessions*

During this session each course participant will deliver a 30 minute mini training session for the other participants and the course facilitator will observe this session and provide detailed feedback.

Format for 5 day course

Day 1	Unit	Unit Title
Day 1	Unit 1	Setting the scene
	Unit 2	Giving training a purpose
	Unit 3	Checking the learning
Day 2	Unit 4	What are we training?
	Unit 5	Who are we training (2 sessions)
Day 3	Unit 6	Choosing the activities for learning
	Unit 7	Getting the message across
Day 4	Unit 8	Putting it all together
	Unit 9	Using the tools of training
	Unit 10	Did the training make a difference? Preparation for mini-training sessions
Day 5	Unit 11	Mini-training session and feedback Course evaluation