

Effective Training and Facilitation Skills

Master the art of adult training with this complete workshop focussing on every aspect of the function, from legislation to basic principles, tools to strategies. Not just theoretical but highly practical, this workshop is complemented by extensive role-play.

Target audience

Newly appointed workplace trainers, occupational instructors and operational staff who conduct training in their organisations.

Outcomes

- Skills development in South Africa
- Principles and theories in adult learning
- Principles and methodology of managing group dynamics
- Designing and developing learning events
- Aligning learning to learning outcomes and objectives
- Different training and facilitation techniques
- Using learning materials, resources and equipment
- Planning and structuring learning events
- Evaluating the effectiveness of training
- Introduction to outcomes-based assessment

Outline

- **Module 1: Introduction to Skills Development in South Africa** (pre-course work)
- **Module 2: Adult Learning Theories and Principles**
- **Module 3: Learning Design and Development**
 - Conducting needs analysis
 - Drafting learning outcomes and objectives
 - Aligning learning resources
- **Module 4: Training and Facilitation Techniques** including role-plays
- **Module 5: Evaluating the Effectiveness of Training**
- **Module 6: Introduction to Assessment**

Duration

The full programme is conducted over five days and can accommodate groups of up to 12 participants. An abridged three-day programme is also available.

For more information about our Effective Training and Facilitation Skills Programme please call 028 272 9099 or email info@solutionsconnectafrica.com