



## **TRAIN THE TRAINER (3 DAYS)**

### **THIS COURSE IS ALIGNED TO UNIT STANDARD:**

Title:	Facilitate learning using a variety of given methodologies
Unit Standard ID:	117871
NQF Level:	5
Credit Value:	10

### **INTRODUCTION**

This unit standard will provide recognition for those who facilitate or intend to facilitate learning using a variety of given methodologies. It will prepare trainers to facilitate a unit standard for other learners.

Effective facilitation is the goal of this course! Facilitation is assisting a group to determine and or achieve a particular task. To achieve the most effective outcomes however, one needs to look for and use the most appropriate processes for both the group and the focus. In the facilitation process, the trainer will need to ensure that all learners have an opportunity to contribute and challenge the participants to find the best results. Not to be forgotten – the purpose and design will need to be clarified with the client.

Effective facilitation is therefore about working with people and assisting individuals with their interactions and discussion. Differences in people need to be valued – people think, learn and operate in different ways. Understanding and applying basic principles to the development and delivery of the facilitation will go a long way to improving both the experience and the results of the group.

To make learning most effective, with better retention, recall, and transfer, it must be tailored specifically to individual learning needs. Facilitation methodologies tools will be given to help trainers prepare for, facilitate, and assess the learning activity/experience. These methodologies are helpful in situations in which one needs to shift from being a “sage on a stage” to being a “guide on the side.”

Increased confidence has been found in facilitators who follow the various facilitation methodologies. The vital role of assessment appears as a thread throughout the methodologies and the importance of defining learning outcomes, setting up the activity, and providing closure is emphasised. Additional modules discuss facilitation issues and tools.

There are numerous ways facilitation can be improved and create an opportunity to stretch oneself. This course will provide input on how to do this.

## REFERENCES

*“Very interactive. Delegate’s level of participation was excellent. Facilitator provided the environment for this.”*

*“I enjoyed the way / well maintained manner how Joanne presented. She has excellent knowledge in her field of expertise. She kept me focussed for 3 days continuously – That’s a winner!! God bless you Joanne.”*

*“I enjoyed the whole course. It was interesting from beginning to end.”*

## WHAT THIS COURSE CAN DO FOR YOU...

- Define facilitation
- Understand how to plan and prepare for facilitation
- Consider different learning styles
- Design the facilitation process and experience
- Improving the training venue
- Facilitate learning in an improved way using various resources
- Understand various facilitation methodologies and assessment methods
- Evaluate learning and facilitation

## TARGET AUDIENCE

Those who facilitate or intend to facilitate learning.

## COURSE CONTENT

### Plan and Prepare for Facilitation

- How do we learn?
- What is facilitation?
- Adult learning styles
- Designing the process and the experience
- Different methods of facilitation
- Resources for the learning
- Making the training room learner friendly

### Evaluate Learning and Facilitation

- Making your facilitation even better
- Self-assessment
- SWOT analysis
- Peer assessment
- Learning from learner feedback
- Facilitation feedback form

## Facilitate Learning

- Facilitation methodologies
- Facilitation of learning outcomes
  - Define key measurable outcomes
  - Design and prepare for every activity
  - Decide which strategies, processes, and tools are appropriate for each specific activity
  - Pre-assess to determine participants' readiness
  - Set up each specific activity
  - Release individuals/teams to pursue the activity
  - Assess team and individual performances
  - Provide constructive interventions based on process, not content
  - Bring all the individuals and/or teams back together at the conclusion of the activity
  - Provide closure with sharing of collective results
  - Use various forms of assessment to provide feedback on how to improve performances
  - Plan for follow-up activities
- The learning environment
- Questioning techniques

## Personal Accountability & Commitment Plan

## TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role plays
- Break-away sessions
- Relevant business exercises
- Presentation
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

## POST COURSE ASSISTANCE

### “Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing FREE access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation. Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



### Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

### On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



## OUR COMMITMENT TO YOU ...

### *Kwelanga Training's Commitment*

*To develop and inspire each individual to be the best that they can be.  
To assist clients in the transfer of skills and positive behaviour change.*

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