



VIRTUAL INSTRUCTOR-LED TRAINING TRAIN THE TRAINER (2 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

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.

Effective facilitation is 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.

Facilitation methodologies and tools will be given to help trainers prepare for, facilitate and assess the learning experience. 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

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

Evaluate Learning and Facilitation

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

Personal Accountability & Commitment Plan

VIRTUAL INSTRUCTOR-LED TRAINING

Participants “attend” virtual classroom training, through the Zoom on-line platform, without having to travel to and from the classroom each day. Courses are divided into several shorter sessions to minimise operational disruptions and improve knowledge retention.

Training is facilitated in real-time, providing the benefit of hands on learning. Delegates interact with the facilitator and each other, as with any other classroom experience. This allows for a cooperative learning environment, where participants can share knowledge, engage in positive discussions and work together.

Benefits of Virtual Instructor-Led Training

- ✚ Virtual training provides flexibility to both the client/delegate and facilitator.
- ✚ Delegates are active participants rather than relying entirely on the instructor.
- ✚ Virtual training is conducive to a more fluid exchange of ideas, focused real-life scenarios and an intensified level of engagement.
- ✚ Information is shared through video, documents, and written notes with learners in real-time.
- ✚ Delegates who have internet connection can learn at anytime and anywhere through virtual learning or through recorded videos.
- ✚ Delegates can participate in discussions and ask questions at any time.
- ✚ Breakout rooms allow delegates to work in groups and complete activities in teams which allows for a rich interactive experience.
- ✚ Access to expert facilitators who may otherwise be unable to visit workplaces due to unforeseen circumstances.
- ✚ Use of slides and video clips enhances virtual learning.

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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