

PROFESSIONAL TRAINER CERTIFICATE

VENUE 218 Strand, London, WC2R 1AT

DATES

TIMES **9 a.m. until 4.30 p.m.**

COST **£ 1500 plus VAT inclusive of lunch and refreshments.**

Do not send payments until an account is received from us.

CLOSING DATE

Decisions about which applications to accept and whether the course is viable are made soon after the closing date - please help by letting us know your interest by this date.

BOOKING A PLACE **Completed application forms (and confirmation of provisional bookings by an application form) should be returned by the closing date.**

LATE BOOKINGS **If you miss submitting an application before the closing date please contact us as places may still be available.**

NOTIFICATION **We will contact you with joining instructions and other information about the course within 10 days of the closing date.**

CANCELLATION Sometimes due to insufficient bookings a course has to be cancelled or postponed. We will advise nominating officers and applicants immediately of such a decision. **If you cancel within 14 to 28 days of the course and do not nominate a substitute then 50% of the fee is payable. If you cancel within 14 days, the full fee is payable.** *Please note that in exceptional circumstances we may have to make changes at short notice to the content, timing, speakers and/or venue.*

SPECIAL NEEDS We welcome applications from people with special needs and will do our best to ensure that their participation on one of our courses is facilitated. Please tell us on the application form what is needed or speak to the person below.

ENQUIRIES **Please address all general enquiries, provisional bookings and applications to the Course Administrator, Tim Dingle.**

Main Tel No 0845 083 3000

Direct Tel No 0207 353 3936

Fax No 0845 083 3001

E-mail tim.dingle@218strand.com

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WHO IT IS FOR:

This course is intended for anyone who needs to understand the basics of training practice and for those wishing to understand and practice a professional approach to training design and delivery. The qualification is equally suitable for those new to training and experienced trainers who want to refine their training techniques and gain a nationally recognized qualification.

AIM:

To learn how to plan, prepare and conduct effective training sessions: the design, structure, technique and delivery skills. The course will identify and explore methods that anyone can adopt to improve and enhance their training sessions and includes advice and guidance to successfully gain the Professional Trainers Certificate.

HOW IT IS ASSESSED:

This demanding course involves a significant amount of hands-on activity with additional work outside of the sessions to develop the content and materials for assessment on the final day. The assessment will consist of a 20 minute micro-teach session on a subject of your choice designed to meet the assessment criteria. Feedback will be given to each candidate on the assessment day and all candidates will provide peer-assessment feedback to others.

TUTOR

ELAINE LABROM Freelance Trainer & Associate Lecturer

COURSE DIRECTOR

FAY EDWARDS Head of Learning and Development
South West Provincial Employers

DAY 1

9.00	REGISTRATION and <i>Coffee</i> , informal opportunity for students to meet each other.
9.30	Session 1 INTRODUCTION Welcome to the course Domestic Arrangements Individual Introductions Course Contract - Giving and Receiving Feedback Assessment Procedure Icebreaker Exercise
10.45	<i>Break</i>

11.00	Session 2 TRAINING NEEDS AND OBJECTIVES Importance of SMART Objectives Setting personal goals Identification of Training and Development needs The Training Cycle
12.30	<i>Lunch</i>
13.30	Session 3 LEARNING STYLES AND PREFERENCES Individual Learning Styles (Honey & Mumford) Stages of Learning
14.45	<i>Break</i>
15.00	Session 4 TRAINING SKILLS Linking training methods to learning styles Audit of training methods
16.00	Recap and Review of Day 1 & Preparation for Day 2
16.30	<i>Course close</i>

DAY 2

9.30	REVIEW OF DAY 1
10.00	Session 5 TRAINING STRUCTURE AND DESIGN Planning and Preparation “Mind Mapping”
10.45	<i>Break</i>
11.00	Session 5 continued TRAINING STRUCTURE AND DESIGN Individual session planning
12.30	<i>Lunch</i>
13.30	Session 6 TRAINING STYLES AND COMMUNICATION Relaxation and Preparation for speaking Body Language Voice work Use of personal stories
14.45	<i>Break</i>



15.00	Session 7 TRAINING ASSESSMENT Methods of Purpose Action Planning
16.00	Session 8 ARRANGEMENTS FOR PRACTICAL ASSESSMENTS Timetable for individual presentations and peer assessments Checklist for assessed session Preparation advice Recap and Review of Day 2
17.00	<i>Course Close</i>

DAY 3

9.00	Session 8 ASSESSMENT SESSIONS Session 9 REVIEW AND CONCLUSION Personal Action Plans Programme Evaluation
16.30	<i>Course close</i>

CPD Information

Day 1	6 hours delivery
Day 2	6 hours delivery
Home work	6 hours required for final micro-training session
Assessment	6 hour day delivering micro-training session and peer development
Law Society	CQA/CLER
Bar Council	Registered provider
The State Bar of California	MCLE credit accepted by the State Bar