

SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE: HEQC/H06/EMS/TRAIN (Credit-bearing SLP)

TITLE: Training of Trainers

NQF LEVEL: 6

CREDITS: 4 **NOTIONAL LEARNING HOURS:** 40

FORMAL CONTACT TIME: 28 HOURS

LEARNING ASSUMED TO BE IN PLACE

- A formal qualification on NQF level 5 *plus* relevant experiences.
- The general regulations of the University of the Free State will also be applicable.

LEARNING OUTCOMES:

Learners will be able to:

- Undertake a Training Need Analysis
- Develop a training programme based on the needs analysis.
- Design a training session for employees at different levels in their different organisational components.
- Facilitate a training session
- Develop training evaluation system for a a specific training session.

BRIEF DESCRIPTION OF CONTENT:

1. Training needs assessment of trainers.

2. Adult learning methods:

- Learning style
- Experiential learning
- Identifying the learning process
- Writing learning objectives

3. Training Techniques:

- Presentation
- Role play
- Simulation
- Small group discussion
- Demonstration

4. Conducting a Training Need Analysis:

- Identifying skills needed
- Identifying training needed
- Method of training to meet identified needs
- Control and Review of training

5. Facilitating Techniques

- Communication techniques o enhance interactive learning

- Facilitating results-oriented training
6. Designing interactive, experiential training for adults
- Criteria for effective structured learning
 - Session design
 - Session presentation

CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

Train trainers.

METHODS OF ASSESSMENT:

A portfolio of evidence, consisting of individual and group assignments, activities, group discussions, individual feedback, case studies, role-play and simulation.

ORGANISING FIELD: 3

(1=Agriculture and Nature Conservation)

(2=Culture and Arts)

(3=Business, Commerce and Management Studies)

(4=Communication Studies and Language)

(5=Education, Training and Development)

(6=Manufacturing, Engineering and Technology)

(7= Human and Social Studies)

(8=Law, Military Science and Security)

(9=Health Sciences and Social Services)

(10=Physical, Mathematical, Computer and Life Sciences)

(11=Services)

(12=Physical Planning and Construction)

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DEPARTMENTAL OR PROGRAMME "HOME": Public Management

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