

Training the Trainer Part 1

Introduction

This short course is ideal for anyone who plans or delivers training at any level within the voluntary and community sectors. It will give you the basic techniques of training and valuable insights into the teaching and learning process.

What will you learn?

By the end of the course you should be able to understand:

- how adults learn
- a range of training styles and strategies
- how to set learning objectives
- how to design and use training materials
- how to plan and deliver a presentation
- how to plan training events

Who is this course aimed at?

This course is aimed at both new and experienced teachers and trainers in the voluntary and community sectors, who have no formal training or qualifications as trainers.

What are the entry requirements?

There are no formal entry requirements for this course.

How is it taught?

The course is taught by experienced tutors who will guide you through the learning in a supportive and encouraging way. You will work with the tutors and other students to start to develop an understanding of some of the basic principles of teaching and learning. The emphasis is on practical work and interactive teaching methods, with a combination of whole-class, group and individual learning.

How will you be assessed?

Your achievement will be assessed through the completion of a Learning Diary, which encourages you to reflect on the work that you have done and what you have learned.

What will you achieve?

If you complete the course successfully you will achieve three Open College Network (OCN) Credits at Level 1 or Level 2. These Credits are part of a national system for recognising and accrediting the learning you have undertaken on this course. Once you have completed this course, you can build on the number of credits you have achieved by undertaking further short courses as detailed below.

What can you do after this?

Following on from this course, you can progress to the Training the Trainer part 2 course, which will build on your achievement and offer you the opportunity to develop and consolidate the skills that you have acquired so far. You may also be interested in the Preparing to Teach in the Lifelong Learning Sector (PTLLS) course, which is a nationally recognised initial qualification for those who need to gain Qualified or Associate Teacher Status.

Another associated course would be the two-part course in Public Speaking and Presentation Skills, which focuses on this aspect of the tutor's role and offers Level Two units in Public Speaking and in PowerPoint.

Who are the tutors?

The course is run by the following team of tutors: Fiona Larden, Gill Clarke, Simon Taylor and Zed Bhatti. All of them are experienced at working with individuals and groups to support their personal development and learning in a positive and supportive way. The Short Course Office will be able to tell who is teaching the specific course you might be interested in attending.

When does it run?

This is a three day course which includes two nights residency at the College. This course starts at 5.30pm on the first day and finishes at about 3.30pm on the third day. Please check our website or short course guide for course dates. Alternatively you can contact our Short Course office.

Is there a cost?

This course is free if you are claiming certain types of benefits. Otherwise it is £70 for individual learners or learners from voluntary organisations (£195 for statutory/private sector organisations). If you have already received a mandatory grant while studying at a UK institution for higher education there is a £10 surcharge – this is to partly recoup the resultant loss in funding for the College.

All accommodation, food, teaching & course materials costs are included.

How can you apply?

For more information please contact the short course office on 0121 472 0116 or email shortcourses@fircroft.ac.uk. You can apply online at www.fircroft.ac.uk, by post or in person.

