



QQI Level 6
Train The Trainer Certification

TRAIN THE TRAINER

TRAINING DELIVERY & EVALUATION

QQI Level 6 Certification | info@dcmlearning.ie | www.dcmlearning.ie

dcm THE
LEARNING
EXPERTS



Trusted, awarded
and accredited
course.

**To ensure we provide
the highest possible
standards in
learning.**

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Course Overview

TRAIN THE TRAINER

Whether you would like to start delivering training or if you are already working as a trainer but want to improve your training style, this course will be extremely valuable for you!

Our QQI Certified Train the Trainer Course offers a nationally recognised certification, real-life and practical skills. At the end of the course each learner will be equipped with tools to train people to a high standard and start training immediately.

We have delivered our Train The Trainer course to the biggest brands in Ireland, so you can have confidence in our ability to deliver the results you want to achieve!

TRAINED 550 INDIVIDUALS SUCCESSFULLY IN 2019

550
Individuals

97.7% OF OUR ATTENDEES PASS FIRST TIME

TRAINING DELIVERY & EVALUATION TRAINERS

2

97.7%
Pass Rate

702
Companies

THAT WE DELIVERED IN-HOUSE TRAINING TO IN 2019



“

“The experience we’ve had with DCM throughout the whole process has been second to none. You have all been extremely helpful, very accommodating and a general pleasure to work with. We look forward to dealing with you in the future!”

Karen Fennessy
HR Administrator
Teckro

teckro.

Why choose this TRAIN THE TRAINER COURSE

Our Train The Trainer course is designed to help you enhance your existing skills and prepare you to deliver training sessions in a dynamic and thought-provoking way.

This training covers the nature of training, improving presentations and training skills, the trainer's role, individual learning styles and best practice methods for evaluating training sessions.

During the course, you will practice training delivery and also build up your confidence as a trainer.

Learning Objectives

- 1 Outline the concepts and theories underlying the delivery and evaluation of training interventions.
- 2 Explore the elements which impact on the effectiveness of a training session to include the learning environment.
- 3 Demonstrate an awareness of a range of topics, including Equality, Diversity and Disability in the context of current legislation.
- 4 Introduction to the Training Cycle and understand the importance of Training Needs Identification & Design as critical elements to the delivery and evaluation of the broad spectrum of training interventions
- 5 Deliver appropriate training content and materials using a range of training aids.



“Great exercises, very relaxed and great models to explain, learning process and delivery of the information.”

Jonathan Latimer
Fleet Training Instructor
City Jet

CITYJET



Certification

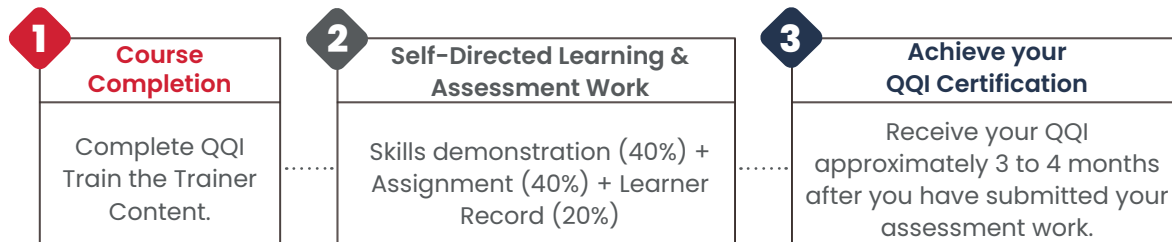
TRAIN THE TRAINER

What Certification will I gain?

QQI (Quality and Qualifications Ireland) is responsible for the review and development of the National Framework of Qualifications.

This Training Delivery and Evaluation course is a Level 6 Minor Award. It sits at Level 6 on the National Framework of Qualifications (NFQ), and carries 15 credits.

How do I get certified?



Quality and Qualifications Ireland

Established in

2012 

 Board of **10** members
(appointed by the Minister of Education and Skills)



219,868
Awards
in 2019



26
Counties
in Ireland



472
Providers
Nationwide



Pass Rate: Our learners have a 97.7% pass rate with the QQI Level 6 Training Delivery and Evaluation Certification.

Special Purpose Award

TRAINING AND DEVELOPMENT

What is the Special Purpose Award?

The aim of the **Special Purpose Award in Training and Development** programme is to enable participants to develop the necessary knowledge, skills and confidence to undertake training. It encompasses the development of competencies that will enable learners to identify and assess training needs, to develop, plan, organise, deliver and evaluate relevant training activities.

In essence, achieving the Special Purpose Award is a way to show that you hold a full spectrum of professional training skills.

How can I achieve it?

There are two components to the Special Purpose Award in Training & Development: Training Delivery & Evaluation and Training Needs Identification and Design. Both of these courses result in a stand-alone level 6 minor award. If you complete both modules, you will receive a Level 6 Special Purpose Award in Training & Development.



BENEFITS OF ACHIEVING THIS AWARD

1

CREDIBLE CERTIFICATION

Combining the two QQI Level 6 awards to gain the Special Purpose Award will show that you are accomplished in the skills required by professional trainers.

2

TRAINING NEEDS ANALYSIS SKILLS

Identifying the training needs of learners is a vital skill for any professional trainer.

3

TRAINING DESIGN, DELIVERY AND EVALUATION SKILLS

The syllabus for these courses works towards establishing best-practice methods and promoting excellence in training.

4

COPE WITH CHALLENGING SITUATIONS

The courses address ways of handling difficult situations as they arise. You also learn about group dynamics and how to work with different kinds of learner groups.

5

GAIN CONFIDENCE AND CAPABILITY

Our combined approach of practical and theoretical learning ensures that you feel ready to tackle the design and delivery of a training course.

6

PRACTICE

Training in our classroom environment gives you access to support, feedback and advice from our expert trainers.

If you have previously gained your QQI Training Needs Identification & Design certification with us, and would like to obtain the QQI Special Purpose Award upon completion of this second module course, please let us know and we can arrange this for you at no additional cost.



“The training has been great and everyone learned quite a lot – thanks to Robert, who was an expert facilitator and DCM Learning team!”

Lars Hartmann
Program Manager
Google

Google

*A DCM Learning
training session at
Google European
Headoffice.*

Practical Skills

COURSE BENEFITS

Our Train The Trainer courses have been designed to help learners have the confidence and know-how to design and deliver training immediately after the course.

Our approach to training is highly interactive and participatory. We know from experience that people remember when the content is engaging.



Exercises

Will be used throughout the course to allow learners to self-assess their current skills and identify areas of improvement.



Learn by Doing

You will be completing various exercises, quizzes and putting training into context



Practical Approach

Immediately start delivering your training course with confidence and assurance in your ability as a trainer



Trainer Expertise

Our trainers combine professional training know-how with extensive experience in their own specialised field to meet your learning needs.



“Padraig was excellent, fantastic subject knowledge, good facilitator, limited digression. Extremely engaging and some excellent insights.”

Jamie Joyce
Facilities Management
Supervisor
Mitie



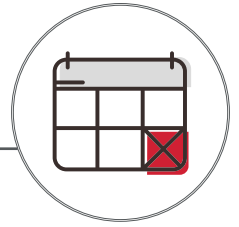
Types of Training

If you are a private individual who is hoping to gain the QQI Train the Trainer certification, we have two study options available to choose from, depending on your schedule and learning style. Both options are also suitable to corporate clients who are looking for cost-effective ways to train smaller groups.
(See pages 12-14)



Our Course

CONTENT



COURSE CONTENT		
The Learning Process & Identifying Training Needs	<ul style="list-style-type: none"> • The 4 Stages of Learning • Using adult learning principles in your training • Identifying adults' learning styles 	<ul style="list-style-type: none"> • The four steps in the Systematic Training Cycle • How to gather and analyse training needs • Compiling a TNA report
Training Objectives & Training Methods	<ul style="list-style-type: none"> • Setting Training Objectives • The importance of objectives • Writing SMART training objectives 	<ul style="list-style-type: none"> • Knowing the different methods of training • Understand all types of training • Develop confidence using a variety of training methods
Training Design & Delivery	<ul style="list-style-type: none"> • The step by step approach to module design • "Survival" skills needed to succeed in training • Structuring your training course • Creating lesson plans • Using PowerPoint to impress your delegates 	<ul style="list-style-type: none"> • Writing effective opening and closing sessions • Keeping audiences of all sizes engaged • How to deal with difficult delegates • Presenting in a lively and professional manner • Overcoming the nervousness and anxiety • Projecting confidence and enthusiasm.
Evaluation of Training	<ul style="list-style-type: none"> • Kirkpatrick's 4 levels of training • Design your own evaluation forms • Learn how to analyse the scope of an evaluation project 	<ul style="list-style-type: none"> • Put together an evaluation plan • Design evaluation mechanisms • Learn how to gather evaluation data

Experts in Training

EXPERTS IN LEARNING



DAMIAN MCCOURT
TRAINING ASSOCIATE

Damian is a business professional with more than 25 years' experience in the financial and IT service sectors and is a highly experienced coach and consultant. He has helped develop and deliver training to many successful businesses and organisations.

Bringing his passion for training to every course he delivers, Damian's resulting style is interactive and inclusive, which empowers learners to develop their skills and achieve great results. Some of the areas Damian specialises in are: Train the Trainer, Learning & Development, Employee Engagement, Performance Management and Change Management.

- ✔ Degree in Humanities, psychology major - Dublin City University
- ✔ Diploma in Mindfulness and Wellbeing, Psychology - City Colleges Dublin
- ✔ HDip Computer Sciences, Information Technology - Trinity College Dublin



PADRAIG MCCABE
TRAINING ASSOCIATE

Padraig is a Trainer, Entrepreneur, Company owner and Business Development Engineer with 31 years of global business experience across various industries. He has delivered training and workshops to personnel and organisations in China, Hong Kong, India, the UK, Scandinavia, Central Europe and to companies in 32 of the 50 USA states.

Padraig's training delivery approach is highly engaging and structured, affording the participant an opportunity to learn at every possible juncture that accumulates into a top-class learning experience.

- ✔ PCQI Practitioner & Quality Professional Practitioner from IRCA/ CQI
- ✔ Advanced Member of Toastmasters International
- ✔ Lead Auditor ISO 9001 -2018



TRAINER EXPERTISE

Our trainers are Training Practitioners with years of industry experience as well as vast training experience.



QUALITY ASSURED TRAINING

As a QQI quality assured training provider, we offer programmes leading to awards under the NFQ.



PASS RATE

Our learners have a 97.7% pass rate with the QQI Level 6 Training Delivery and Evaluation Certification.



EXPERTS IN TRAINING

We have trained 550 individuals successfully in QQI Level 6 Training Delivery and Evaluation in 2019.



We have 45 trainers dedicated to teach Business Skills, Leadership & Management

What our CUSTOMERS THINK

92%

Said that DCM trainers knowledge, delivery and experience helped them learn more effectively.

90%

Found the examples presented during the Training Delivery & Evaluation course helped them to understand the technical concepts.

REPAK

"Thank you for making this a very positive training experience, moving us so quickly from a very unconscious incompetence to a conscious competence."

Deirdre Flood
CEO Personal Assistant
Repak



"Extremely engaging and some excellent insights into how other organisations have delivered continuous improvement."

Mikayla Fox
Human Resources
Monaghan Mushrooms

WEHFORD BUS

"Everyone really enjoyed the training. The trainer is very knowledgeable and excellent. She brought a great buzz to the room and everyone learned a lot"

Brendan Crowley
Managing Director
Wexford Bus

Google

"Thanks so much! It was such a useful course! I am delighted I took it"

Alison MacDonald
Business Transformation & Innovation
Google

Online Training

ATTEND FROM ANYWHERE

Our online QQI Train the Trainer course is ideal for learners who are looking to find a course that they can complete at their own pace and according to their own schedule.

Our online course consists of 20 hours of video modules delivered by one of our Expert Trainers, end-of-module quizzes, exercises and readings. The course is highly-interactive and allows our learners to engage with the theory being taught, putting it into context.



Live Q&A Sessions

Our online course consists of video modules, end-of-module quizzes, exercises and readings.



Course Materials

We know that learning is an ongoing process and we want to ensure that you always have access to the materials you need to continue your learning. So once you have completed the training, you will continue to have access to the course materials & content.



Course Content & Assessments

Once you gain access to the Learning Portal, you will have 12 weeks to complete all of the course content and associated assessments.

Classroom Training

HANDS ON EXPERIENCE

Our classroom based QQI Train the Trainer course is suitable for learners who find being present in front of a trainer, and in a room with other learners enables them to learn most effectively.

Our classroom-based course consists of 4 days of training, which each day of the course running from 9:30 to 4:30, facilitated by one of our Expert Trainers.



“The feedback from the training this week was excellent. Everyone thought Damian was great and the course really developed our skills as trainers.”

Dearbhla Casey
Irish Country Meats



Highly interactive



Although based in the classroom, we don't deliver our courses as if they were lectures. During the training, you will be on your feet, participating in various group exercises and role-plays, allowing you to put the theory into context.

Course Assessments



Upon completion of the 4-day training course, you will have a number of assessments to complete which are submitted 6 weeks after you attend. Our trainers, as well as our experienced support staff, will be on hand to answer questions you may have during this self-directed section of the course.

Course Materials & Content



We know that learning is an ongoing process and we want to ensure that you always have access to the materials you need to continue your learning. So once you have completed the classroom-based training, you will also gain post-course access to the online version of the course, as an additional resource to help when completing your assessments.

In-House Training

ONE SIZE DOESN'T FIT ALL

Does your team need training?

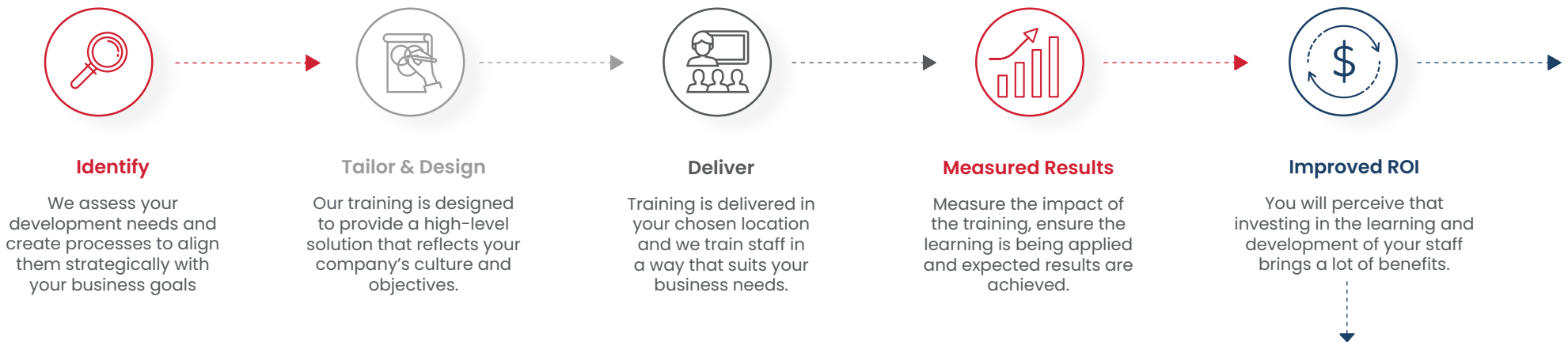
DCM Learning has a full range of Train The Trainer courses and qualifications available for your team and company, in-house or off-site.

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in your chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Why our clients choose In-house training

1. Train up to 16 people
2. Cost-effective
3. Upskill staff in relevant areas
4. Higher levels of productivity
5. Increase employee engagement
6. Improved ROI

Complete end-to-end **training & support** to transform your organisation



SUPPORT | Identify - Tailor - Train

- Identify skills gaps
- Dedicated account manager
- Case Studies
- Training Delivery
- Build a tailored training solution

COURSE EVALUATION

Our post course activities include feedback assessment process and meticulous course evaluation

RETURN ON INVESTMENT

- Cost Savings
- Increased staff retention
- Increased productivity
- Career progression

PROVIDING TRUSTED
TRAINING ACROSS BOTH
PUBLIC AND PRIVATE SECTORS






Set your career on the right course




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