



FACILITATOR TRAINING COURSE

NQF LEVEL 4 | SAQA ID : 117871

CREDITS : 10



CONTENTS

01 | COURSE OBJECTIVE

01 | COURSE OUTLINE



COURSE OBJECTIVE

Train the Trainer is a comprehensive SAQA unit standard-based course intended for all persons who need to facilitate learning using a variety of given methodologies.

This unit standard will provide recognition for those who facilitate or intend to facilitate learning using a variety of given methodologies.

Formal recognition will enhance their employability and provide a means to identify competent learning facilitators.

DURATION

5 DAYS

COURSE OUTLINE

PLAN AND PREPARE FOR FACILITATION

- Analysis of learner and learning needs.
- Plans cater for needs of learners and stakeholders.
- Resources, locations, and personnel are arranged to suit intended delivery.
- Learning material preparation.
- Learning material content.
- Facilitation methods.
- Facilitation process.
- Learning environment.
- Review criteria.





COURSE OUTLINE

FACILITATE LEARNING

- Learning facilitated in a coherent manner.
- Learning environment and facilitation approach promotes open interaction.
- Development of concepts through participation.
- Groups managed in line with facilitation principles.
- Questioning techniques consistency.
- Monitoring learner progress.

EVALUATE LEARNING AND FACILITATION

- Learner and stakeholder feedback on facilitated learning.
- Strength and weaknesses of the planning, preparation and facilitating of learning.
- Review and recommendation.

COURSE OUTLINE

UPON COMPLETING THIS COURSE, PARTICIPANTS SHOULD BE ABLE TO:

- Identify the main obstacles to effective facilitation.
- Develop facilitation skills for a classroom environment.
- Develop facilitation skills for adult learners.
- Understand the nature of the process behind being able to effectively present information to an audience.
- Understand a range of presentation tools and techniques.
- Use these techniques to build a process that will ensure professional presentations are designed and delivered on consistent basis.
- Explain the benefits of having a professional approach to facilitation and presentations in the organization irrespective of the target audience.
- Understand the function of communication through exploring its processes.
- Match the type of communication with the appropriate method.
- Understanding how to elicit input from the learners and create an interactive classroom environment, where learners engage with the facilitator and each other.
- Develop awareness of how effective non-verbal messages are communicated.
- Evaluate their own presentation skills by reviewing the video of their delivered presentation.
- Apply a rigorous communication checklist in evaluating presentations.
- Using effective visuals.





FOR BOOKINGS



+27 11 492 1254



training@amasiko.co.za

www.amasiko.co.za