

# Facilitator Workshop (Train the Trainer)

## What is the purpose of the course?

This course will provide skills on how to facilitate adult learners in a practical and effective manner. Delegates will gain skills on how to impart organisational knowledge by applying a variety of given methodologies in order to achieve the training programme objectives.

## Who should attend this Workshop?

Training managers, full time trainers / instructors, subject matter experts, presenters, supervisors, and managers who need to train their staff.

## 4 Day Course Content

- Understand the Context of Skills Development in SA:
  - Skills Development Structures
  - Skills Development Mechanisms
  - Outcomes-Based Education (OBE)
- Understand the complexities of adult learners
- Communicate effectively with adult learners
- Manage the interpersonal dynamics of a learning group
- Use specific facilitation methods to transfer learner knowledge and skills
- Address learner needs to further the learner's development path
- Plan and Prepare for Facilitation
- Analyse Learners and Learning Needs
- Arrange Resources, Locations and Personnel
- Prepare the Learning Material
- Facilitation Approaches, Methods and Techniques
- Arrange the Learning Environment
- Facilitate Learning

## What Outcomes can I expect?

This accredited workshop will prepare the delegate to become a professional and competent facilitator with skills, knowledge, and techniques that will add value and credibility to his or her training. The practical activities used throughout the training will guarantee the retention of information.

## Assessment Process

Keybase is accredited with the ETDP Seta. The assessment methodologies used in this course are to determine and recognise competence against the criteria in the related unit standard. Delegates are required to successfully complete both Formative and Summative assessments.

## Unit Standard Alignment

**SAQA ID:** 117871

**NQF Level:** 5

**Credits:** 10

**US Title:** Facilitate learning using a variety of given methodologies



ETDP Seta Accreditation No: Acc2007/07/071



**ACHIEVE IT.**  
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TWENTY-ONE

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