



Training Delivery

National Competency Standard (TAE10)

TAEDL301A Provide work skill instruction

TAEDL401A Plan, organise and delivery group-based learning

TAEDL402A Plan, organise and facilitate learning in the workplace

BSBCMM401 Make a presentation



Aim

This course covers the various aspects of training delivery with the skills and knowledge required to plan, organise and deliver training for individuals within a group, and the skills and knowledge required to plan, organise and facilitate learning and to develop convincing presentations for individuals in a workplace. On the second day of the course participants will have an opportunity to deliver a short training session to demonstrate skills learnt during the course.

Audience

This course typically applies to a person working as an entry level trainer, teacher or facilitator, team leader or workplace supervisor, or any employee responsible for guiding learning through work. The person will be working from a learning program developed by someone else, and structuring the learning around that program.

Duration

Two days.

Course Outcomes

Provide work skills instruction

1. Identify and address OH&S issues in a training/assessment setting
2. Understanding the learning objective
3. Coach learners in the training environment

Plan, organise and deliver group-based delivery

4. Understand OH&S responsibilities
5. Interpret environment/program documentation to determine delivery requirements
6. Prepare session plans
7. Prepare resources needed for delivery
8. Establish an environment conducive to group learning
9. Deliver and facilitate training sessions
10. Demonstrate effective facilitation skills
11. Communication, active listening and conflict resolution skills
12. Identify, support and monitor learner needs and progress

13. Learner characteristics and learning needs
14. Identify difficult behaviour and barriers in the training environment
15. Review and evaluate effectiveness of training – own performance & delivery plan

Facilitate work based learning

16. Establish effective work environment for learning
17. Develop a work based learning pathway
18. Implement the work based learning pathway
19. Use appropriate communication and interpersonal skills to develop a collaborative relationship with learners
20. Review the effectiveness of the work based learning pathway and record progress

Make a presentation

21. Presenting skills
22. Preparing sales aids
23. Legislation principles and practice
24. Presentation outcomes and evaluation

The course is mapped to the following units: TAEDEL301A Provide work skill instruction; TAEDEL401A Plan, organise and deliver group-based learning; TAEDEL402A Plan, organise and facilitate learning in the workplace and BSBCMM401 Make a presentation.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies). Participants who choose not to be assessed will receive a Certificate of Attendance. Exercises completed during the course will be used as evidence towards unit competency.

Course Content

Training Delivery

- OH&S in the training environment
 - Identify hazards/risks
 - Risk control plans
 - Prepare session plans and resources for delivery
 - Commence group-based delivery
 - Why do people learn?
 - Motivation and needs
 - Barriers to individual learning
 - Effective facilitators
 - Skills application
 - Dimensions
 - Learning preferences
 - Communication skills
 - Presentation skills
 - Involvement
 - CBT
 - Legislation principles and practice
 - Presentation outcomes and evaluation
- Cooperation
 - Collaboration
 - Facilitating group activities
 - Age and learning
 - Delivery
 - Presenting
 - Essential elements of learning
 - Reinforcing learning
 - Making humour work
 - Making information and instruction clear
 - Special needs
 - Individual and work based training
 - Traineeships
 - Monitoring and evaluating training
 - Post-training evaluations
 - Continuous improvement
 - Evaluation methods
 - Evaluation data
 - Presenting skills
 - Preparing sales aids