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# Training Delivery

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## Aim

This course covers the various aspects of training delivery with 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 for individuals in a workplace.



## 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. Develop and apply presentation skills
12. Communication, active listening and conflict resolution skills

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

### Facilitate work based learning

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

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

## 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 units of competency outlined above. The assessment comprises observations of participants facilitating training during the course and in the participant's workplace, together with projects outlined in the course manual and is designed to demonstrate competence. Participants who choose not to be assessed will receive a Certificate of Attendance.

## Course Content

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### 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
- 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