

"Shedding Light on Skills Development"



Kwelanga

TRAINING
engage | inspire | elevate

Train The Trainer (2 Days)

A Specialised Kwelanga Training Programme

THIS COURSE IS ALIGNED TO UNIT STANDARD:

Title:	Facilitate learning using a variety of given methodologies
Unit Standard ID:	117871
NQF Level:	5
Credit Value:	10

INTRODUCTION

Effective facilitation is the goal of this course! Facilitation is assisting a group to determine and or achieve a particular task. To achieve the most effective outcomes however, one needs to look for and use the most appropriate processes for both the group and the focus. In the facilitation process, the trainer will need to ensure that all learners have an opportunity to contribute and challenge the participants to find the best results.

Effective facilitation is about working with people and assisting individuals with their interactions and discussion. Differences in people need to be valued – people think, learn and operate in different ways. Understanding and applying basic principles to the development and delivery of the facilitation will go a long way to improving both the experience and the results of the group.

Facilitation methodologies and tools will be given to help trainers prepare for, facilitate and assess the learning experience. There are numerous ways facilitation can be improved and create an opportunity to stretch oneself. This course will provide input on how to do this.

REFERENCES

"Very interactive. Delegate's level of participation was excellent. Facilitator provided the environment for this."

"I enjoyed the way / well maintained manner how Joanne presented. She has excellent knowledge in her field of expertise. She kept me focussed for 3 days continuously – That's a winner!! God bless you, Joanne."

"I enjoyed the whole course. It was interesting from beginning to end."

WHAT THIS COURSE CAN DO FOR YOU...

- Define facilitation
- Understand how to plan and prepare for facilitation
- Consider different learning styles
- Design the facilitation process and experience
- Improving the training venue
- Facilitate learning in an improved way using various resources
- Understand various facilitation methodologies and assessment methods
- Evaluate learning and facilitation

TARGET AUDIENCE

Those who facilitate or intend to facilitate learning.

COURSE CONTENT

Plan and Prepare for Facilitation

- How do we learn?
- What is facilitation?
- Adult learning styles
- Designing the process and the experience
- Different methods of facilitation
- Resources for the learning
- Making the training room learner friendly

Facilitate Learning

- Facilitation methodologies
- Facilitation of learning outcomes
 - Define key measurable outcomes
 - Design and prepare for every activity
 - Decide which strategies, processes, and tools are appropriate for each specific activity
 - Pre-assess to determine participants' readiness
 - Set up each specific activity
 - Release individuals/teams to pursue the activity
 - Assess team and individual performances
 - Provide constructive interventions based on process, not content
 - Bring all the individuals and/or teams back together at the conclusion of the activity
 - Provide closure with sharing of collective results
 - Use various forms of assessment to provide feedback on how to improve performances
 - Plan for follow-up activities
- The learning environment
- Questioning techniques

Evaluate Learning and Facilitation

- Making your facilitation even better
- Self-assessment
- SWOT analysis
- Peer assessment
- Learning from learner feedback
- Facilitation feedback form

A Way Forward – Personal Elevation Plan

TRAINING METHODOLOGY

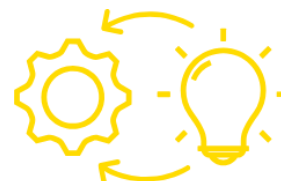


Our training methodology is designed with a core focus: to ensure that the knowledge acquired translates into tangible results, adding substantial value and visibly improving performance within the workplace.

We employ an outcomes-based approach, fostering active engagement through highly interactive, facilitator-led sessions.

WHAT WE OFFER

- Public Courses vs Closed Group Training
- Face-To-Face Training (F2F)
- Virtual Instructor-Led Training (VILT)
- Customisation
- Impact Compass
- myQuest LMS



POST COURSE ASSISTANCE

Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can ‘Contact the Coach’ for support, Information or assistance with additional questions regarding the application of theory covered during the course.



Personal Elevation Plan – Bridging the Gap from Training to Workplace Application

The Personal Elevation Plan isn’t just a takeaway – it’s a structured, practical guide that helps delegates seamlessly transition their learning into real-world action.



Sustained Development and Accountability: By tracking progress and engaging with their managers, delegates stay committed to their growth, making learning an active part of their professional journey.

A Tool for Measurable Impact: Rather than training being a one-time event, this plan enables organisations to see tangible results by embedding new skills into everyday work.

A Catalyst for Meaningful Conversations: Ideal for one-on-one coaching and performance discussions, the plan encourages ongoing development dialogues between delegates and their managers

OUR COMMITMENT TO YOU ...

Kwelanga Training’s Commitment

*To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.*