Deliver and Facilitate Learning

Objective

This course is designed for current and/or future industry trainers and/or in-house trainers. It will equip them with the knowledge and skills to plan and deliver off-the-job training within an organisation, prepare resources, facilities and equipment to deliver the training and reflect on own practice to evaluate effectiveness of training.

Who Should Attend

Trainers, supervisors, and anyone whose job scope involves training.

Admission Guidelines

Course participants should:

- Be able to communicate with others effectively in English
- Be able to listen, speak, read and write English proficiently in a clear and confident manner
- Be keen to facilitate learning and assess adult learners through the design, reflection and continuous improvement of learning activities in an array of learning settings such as classroom, workplace and blended learning contexts.
- Possess appropriate level subject matter specialisation and industry experience, relevant for the design, facilitation and assessment of learning
- Possess basic information and communication technology (ICT) skills, eg skilled in Microsoft Word, Microsoft PowerPoint, etc
- Be able to source and analyse relevant materials from the workplace, library, internet or online databases for design and development of learning resources

Content

- Design lessons
  - ➢ Determine and write instructional objectives which are specific, observable, measurable and pegged to the intended taxonomic levels
  - ➢ Specify contextualised conditions and degree of acceptable learners' performance
  - ➢ Structure lessons to reflect the essential events of instruction
  - ➢ Use adequate and appropriate lesson strategies to set context, trigger interest and prepare learners to achieve expected performance
  - ➢ Design learning, practice and assessment activities to match the instructional objectives
  - ➢ Design reflection/transfer and summary activities to conclude a lesson
  - ➢ Determine appropriate duration of a lesson
  - ➢ Identify instructional resources and training aids

- Deliver/Facilitate lessons
  - ➢ Create conducive social and physical learning environment
  - ➢ Conduct lesson and facilitate activities at an appropriate pace

➤ Use effective verbal and non-verbal communication
➤ Use appropriate instructional methods, questioning and listening techniques, instructional resources and training aids
➤ Provide timely and appropriate feedback to learners

Assessment
• Assessment via in-course assignments *(Participants are required to submit all assignments on the last day of course)* plus participants each conducting a 10-minute lesson.

Participants are to bring along a laptop for the preparation of course assignments.

Certification
Participants will be awarded with the Industry Trainer Module Certificate in Deliver & Facilitate Learning if they satisfy 80% of the attendance and pass the assessment at the end of the course.

Course Details

Duration: 21 hours (3 days), 9.00 am to 5.30 pm
(Classroom Training Hours: 19.25)
(Assessment Hours: 1.75)

Mode of Training: Classroom or E-learning

Course fee
(inclusive of GST):

Classroom
Nett Fee – $290.70 *(for eligible company-sponsored trainees)*
Full Fee – $545.70

E-learning
Nett Fee – $285.00 *(for eligible company-sponsored trainees)*
Full Fee – $535.00

Fundings (for company-sponsored trainees only)
- *Funding Validity Period: Till 30 Sep 2024*

Singapore Citizens (SCs) and Singapore Permanent Residents (SPRs) are eligible for a funding support of 50% of course fees, capped at $15 per classroom training hour.

SCs and SPRs who are sponsored by SMEs, or those who are eligible for Mid-career Enhanced Subsidy (MCES) enjoy higher funding support.

Course Application

Apply via *http://bit.ly/2lpvftj*