

# Foundation Certificate in Staff Development FCISD

2 day  
Course

## Skills Gaps, Delivery, Outcomes...

**Course Overview** This highly participative and practical qualification combines hands-on training with the fundamental knowledge and skills required to design and deliver a range of training activities in the workplace. You will be given the opportunity to practice and develop your skills in a supportive environment with individual feedback. The Certificate will enable those employed in training, assessment or vocational education to gain entry into the Institute of Training and Occupational Learning as an Associate Member.

The programme enables individuals to assemble and deliver sound, effective basic training sessions and events.

### Who should attend?

No previous experience will be assumed. The qualification is designed for:

- Anyone who is required to give one to one instruction or who will deliver classroom based training sessions
- Individuals with an interest to move into training and development
- Individuals within businesses and organisations who, as part of their wider role, have a responsibility to deliver training
- Individuals within businesses and organisations who, as part of their wider role, have a responsibility to assess vocational qualifications
- Line managers, team leaders and coaches who wish to gain more impact from development in team meetings & short training sessions

### Content

- How people learn
- TNA for individuals
- Task analysis
- How to write learning aims & objectives in behavioural terms
- Designing training activities
- Presentation skills
- Instructional techniques
- Group training techniques

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**Key Learning Outcomes**

Learners should be able to:

- Identify the immediate learning needs of individuals.
- Write learning aims and objectives in accordance with best practice.
- Analyse tasks and design training activities to facilitate the learning of those tasks.
- Instruct on a one-to-one or small group basis using appropriate demonstration and constructive feedback skills.
- Facilitate a group training session which uses activities such as role play, simulation or group discussion.
- Assess and evaluate immediate learning.

This is a highly participative 2 day programme and includes an additional evening assignment. All learners will have the opportunity to practise key trainer skills. In addition, there will be trainer input on 'best practice' and discussion around issues which all direct trainers face.

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**Success Criteria**

The programme director must be able to verify that:

- The learner has completed the programme.
- The learner has demonstrated training skills during the programme that have been assessed as satisfactory against specified criteria by the lead tutor.

These training skills include:

- The facilitation of learning in groups through presentation and activities
- Giving feedback
- Identifying individual learning needs
- Facilitating learning by demonstration
- One to one instruction.

No written work is required for the successful completion of this qualification.

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**Costs & Booking**

The programme fee is £995 + VAT, payable before commencement of the programme. The fee includes support materials, refreshments, one year student membership of the Institute, marking and moderation, and the issuing of the Foundation Certificate in Staff Development to successful trainers.

Group discounts for a minimum of 5 learners (maximum 8), available on request.

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