

Facilitation Training Programme

Learn how to facilitate effective outcomes - based learning and achieve competence against the Unit Standard – Facilitate learning using a variety of given methodologies – SAQA ID 117871.

Introduction

Business today is becoming increasingly competitive and pressurised. The time that employees spend attending training programmes is valuable to the organisation. It is therefore important to ensure that this training achieves long lasting, cost effective results.

The success of any training programme is a combination of two factors: the course content and the skills of the facilitator.

The traditional role of the trainer as an instructor has now been replaced with a new emphasis on adult learning through facilitation.

A skilled facilitator is an asset to any organisation and will undoubtedly enhance the learning process.

Group Training Techniques Programme is a comprehensive programme designed to provide delegates with an in depth understanding of the facilitation process and how to achieve long lasting results both quickly and effectively.

This competence is core to ETD practise and provides a basis for further development.

Unit Standard: Facilitate Learning Using a Variety of Methodologies

Credits: 10

Level: 5

Programme Duration: 3 days classroom based, including formative assessment on day 2 and “live” summative assessment on day 3.

Targeted Audience: ETD Practitioners, Trainers and Managers who facilitate group training sessions

WHAT?

WHEN?

WHO?

WHERE?

WHY?

HOW?

Benefits

- Professional, qualified facilitators who are skilled,
- confident and knowledgeable
- Ability to deliver outcomes based training programmes in line with unit standards
- Improved facilitation skills will enhance learner's
- interest, recall and retention
- Improved motivation of workforce

Entry Requirements

1. Practitioners are required to demonstrate that they can perform the specific outcomes with understanding and reflexivity. 2. At this level practitioners should be able to describe two alternative facilitation methodologies, to explain how their performance would differ when using the different methodologies, and to justify their choice of methodology.

- Improved opportunities to reclaim skills levy
- Greater return on training investment

3. At this level, practitioners should be able to relate knowledge beyond their occupational and ETD competences to the performance of the ETD competence described in this standard.

Overview

This comprehensive programme ensures that delegates are competent to conduct professional training sessions.

Delegates will have the opportunity to present two training sessions on the programme. They will be assessed, given feedback and coached so that visible improvements are achieved. This ensures that the delegates will leave this course with the confidence and competence to become experienced facilitators.

DAY 3:

- Preparation for Assessment and Portfolio of Evidence development
- One Month Later:
- Summative Assessments and Feedback
- Individual Feedback Sessions
- Checking of Portfolios of Evidence

By the end of the programme, delegates will be able to:

- Facilitate the skills development of learners within a well prepared learning environment

Modules and Methods

The programme covers the following modules:

DAY 1:

- Introduction and Programme Outcomes
- The Learning Process
- Preparing an Effective Learning Environment
- The Structure of a Group Training Session
- Visual Aids and Support Material
- Implementing Learning Activities

DAY 2:

- Managing Diversity Interaction and Participation
- Facilitation Techniques
- Evaluation and Administration

Module 1: The Learning Process

- Andragogy vs Pedagogy
- Learning Styles
- The Learning Cycle
- Sensory Stimulation Theory
- Exercise: The Learning Plateau
- Exercise: Barriers to Learning
- The Role of Technology in Learning
- Exercise: Learning Styles

Module 2: Preparing An Effective Learning Environment

- Knowing Your Learner
- The Venue
- Equipment
- Room Arrangement
- Exercise: Preparing An Effective Learning Environment

Module 3: The Structure Of A Group Training Session

- Writing Learning Outcomes
- Exercise: The Characteristics of an Outcome
- The Introduction
- The Development
- The Consolidation
- Exercise: Writing an Introduction and a Consolidation

Module 4: Preparing Visual Aids And Support Materials

- Types of Visual Aids
- Using the Flipchart
- Using the Multi-Media Projector
- Using TV and Video
- Using the Overhead Projector
- Handouts and Support Material
- Summary for Effective Use
- Preparing a Lesson Plan
- Using Technology to Enhance Learning
- Exercise: Visual Aids

Module 5: Implementing Learning Activities

- Group Dynamics
- Types of Learning Activities
- Exercise: Learning Activities
- Exercise: Applying Activities
- Group (Syndicate) Exercises
- Individual Exercises
- Exercise: Designing an Exercise

Module 6: Managing Diversity, Interaction And Participation

- Managing Diversity and Learner Progress
- Exercise: Managing Diversity
- Question Technique
- Giving and Receiving Feedback
- Handling Problem Situations and Conflict
- Exercise: Dealing with Problems

Module 7: Facilitation Techniques

- Creating Rapport
- Your Voice
- Your Body Language
- Gauging Learner Reactions
- Exercise: Learner Reactions

Module 8: Evaluation And Administration

- Levels of Evaluation
- The Process of Assessment
- Assessment Methods and Materials
- Programme Evaluation
- Self Evaluation
- Exercise: Self Evaluation
- Administration
- Exercise: Administration