

# NUI CERTIFICATE IN TRAINING AND CONTINUING EDUCATION

## A 'TRAIN THE TRAINER' COURSE FOR NEW AND EXPERIENCED TRAINERS

### LEVEL 7 (20 ECTS)

The NUI Certificate in Training and Continuing Education has been developed to the highest industry standards by a cross functional team of adult educators, HR and training professionals, and organisational psychologists. It focuses on delivering a high quality, relevant and widely recognised training qualification using a unique blend of face to face workshops and online learning. It is essential for trainers wishing to deliver courses up to FETAC level 6.

### THIS COURSE WILL:

- Give you a critical understanding of the roles and responsibilities of the workplace trainer;
- Equip you with the essential competencies necessary to meet training challenges in today's changing world;
- Facilitate you in updating your skills in developments in training methodology and delivery systems;
- Help you plan your future development needs.

### WHO IS THIS QUALIFICATION FOR?

- Trainers who wish to update their current skill levels.
- Individuals who aspire to a career in training.
- Managers and team leaders who have responsibility for training.
- Learning and development professionals.

## OVERVIEW

The Certificate consists of four mandatory modules.

**1. Assessing Training and Development Needs.**

*Introduction, Training Models, Job Analysis, Training Needs Analysis*

**2. Designing a Training Programme.**

*Learning and Motivation, Training Design, Training Outcomes and Objectives, Training Methods*

**3. Training Delivery.**

*Effective Training Delivery, Trainer Styles, Communication and Interpersonal Behaviour*

**4. Training Evaluation and Contemporary Trends.**

*Assessing Training Effectiveness and Evaluation, Feedback, E Learning, Contemporary Trends*

## BENEFITS FOR YOU

- Tutor expertise: our tutors are chosen based on their subject knowledge, industry experience and their ability to engage with, support, and develop adult students.
- Full tutor support between workshops by telephone, email and online.
- No formal entry requirements, you need to be 21 years of age or over, and have broadband internet and basic IT skills.
- No exams. You will submit a portfolio of coursework plus a final assignment to Maynooth University for assessment. You are also required to make a brief training presentation and demonstration.
- No hidden costs, the course fee includes, student registration, course materials, examinations, access to the University's online learning platform, access to all of the University's student services and facilities and the Certificate.

## BENEFITS FOR YOUR ORGANISATION

- Ensures that the individuals who operate in a training and development role in your organisation have the skills, knowledge and methods they need.
- Creates team leaders and managers who have a real appreciation of the importance of training and development and its impact on the organisation
- Contributes to a supportive learning and development culture in your organisation

## WHEN CAN I START?

Courses commence in October, November and January each year. We run in various centres including Maynooth, and Cork. In Company courses are also available.

The course is run over 4 months with mandatory attendance at 5 workshops. In addition you will need to be able to spend about 8-10 hours a week on your course work.

**Workshop Times 10am to 5pm**

## LEARNING AND ASSESSMENT

Course materials are provided online through the University's Moodle platform. You will need basic IT skills and broadband internet access.

You will be required to submit a portfolio of your coursework plus a final assignment to Maynooth University for assessment. Participants are also required to make a brief training presentation and demonstration.

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## FEES

The course fee is €1250 per student. Group rates are available upon request.

A non-refundable Deposit of €100 is required to secure a place on the course. This will be due upon receipt of application and offer of a place. A Payment Plan is available upon request.

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## HOW DO I APPLY?

If you would like to apply please click [https://app.hobsons.co.uk/AYApplicantLogin/fl\\_ApplicantConnectLogin.asp?id=nuim](https://app.hobsons.co.uk/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=nuim) For further information call 087 289 1672 or e-mail [kay.loughlin@mu.ie](mailto:kay.loughlin@mu.ie)

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## PROGRESSION

The Certificate in Training and Continuing Education is a standalone qualification however when combined with the NUI Certificate in Equality Studies (On Line) and the NUI Certificate in Communications and Group Skills for Managers it forms part of the Diploma in Arts for Socially Inclusive Workplaces. This suite of CPD courses provide a comprehensive educational/training package in core skills such as managing organisational change, conflict, equality, and diversity for Team Leaders, Managers and Learning and Development Specialists.

To find out more about this and our other CPD courses, please visit our website:

<https://www.maynoothuniversity.ie/adult-and-community-education/our-courses>

## CONTACT US

If you require any further information please contact the course coordinator, Angela McGinn at 087 289 1672 or email [adulted.trainthetrainer@nuim.ie](mailto:adulted.trainthetrainer@nuim.ie)



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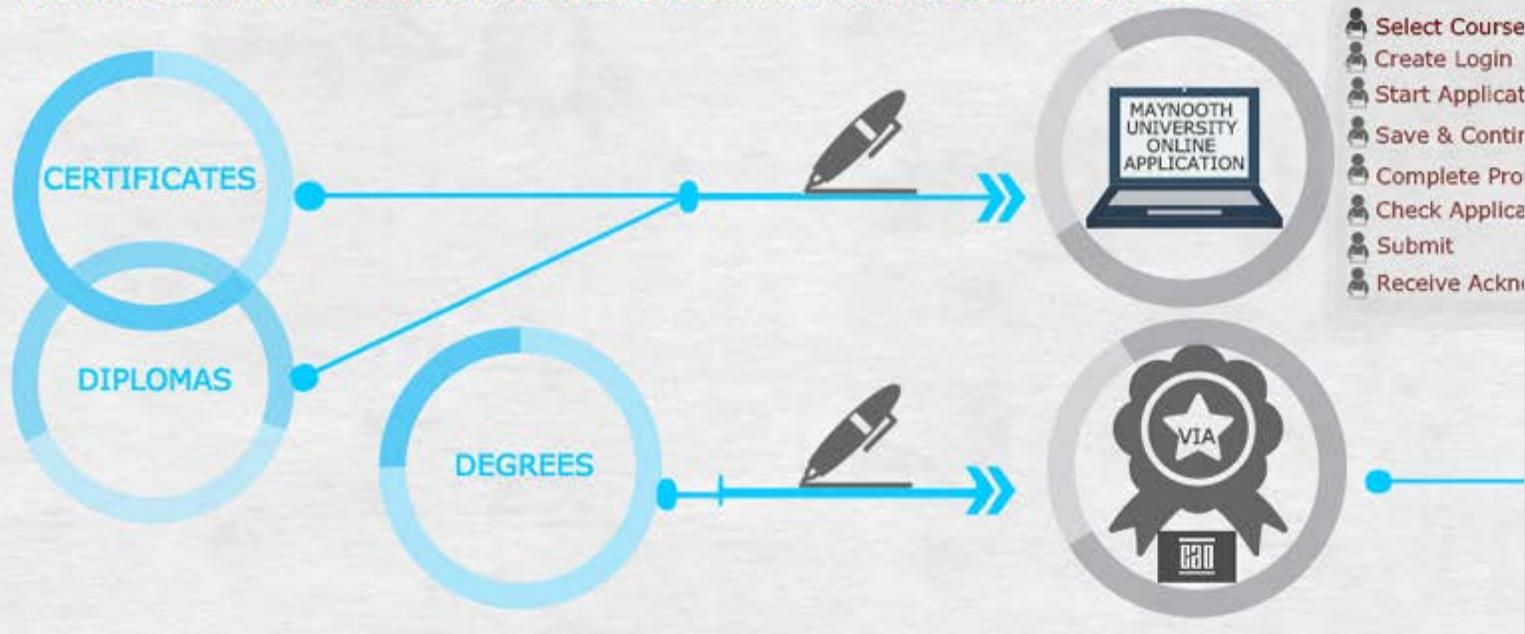
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anniversary of our founding  
as an independent university.  
June 2017—June 2018

## Maynooth University Department of Adult and Community Education

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[Home](#) / [Adult & Community Education](#) / **[How to Apply](#)**

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Department Home

About Us

People

Courses

Research

Our Networks of  
connection locally and  
internationally

MACE Press Books

News

Events

Graduates

Contact Us

Courses offered in the Department of Adult and Community Education foster dialogue and discussion, with the aim of enabling participants to critically reflect on their role in civil society. We offer certificates, diplomas, degrees, higher diplomas, masters and doctorates. Please visit [Our Courses pages](#) for more details.

**Further Information**

**How to Apply for Our Courses**

Certificates and Short Courses: Continuing Education

Undergraduate Programmes

Postgraduate Programmes

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Brochures

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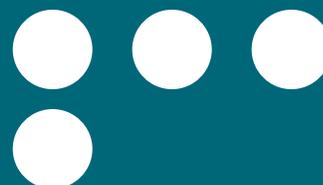
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