

# 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.

## WHEN CAN I START?

Courses commence in October and February each year. The course runs on campus, in Maynooth. In company courses are also available.

The next course is on campus in Maynooth on the following dates

- 16th October
- 6th November
- 4th December
- 8th January
- 5th February

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

## 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 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

## **LEARNING AND ASSESSMENT**

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

The course is assessed through the completion of a portfolio, an academic essay, a reflective essay and a final presentation & demonstration. There are no examinations

## **FEES**

The course fee is €1250 per student. Group rates are available upon request. A deposit of €80 is payable on confirmation of place. This deposit will be refunded if the course does not go ahead. Further information on fees is available from the fees office at the link below.

<https://www.maynoothuniversity.ie/student-fees-grants/adult-education>

## **HOW DO I APPLY?**

If you would like to apply you need to click the link below, and Select Continuing Education from the drop down menu and follow the instructions <https://v2.pac.ie/institute/2>

## 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

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