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**DEVELOPING THE  
POTENTIAL OF  
PEOPLE,  
ORGANISATIONS  
& TECHNOLOGY.**



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LEARNING

FOUNDED 1995  
A DIVISION OF PEOPLE & CO LTD



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# DEVELOPING THE POTENTIAL OF PEOPLE, ORGANISATIONS & TECHNOLOGY.

## ABOUT US

We at People Learning offer a full range of public and bespoke training courses along with seminars for Personal Development and Corporate Training in:  
With a large selection of seasoned & professional trainers. 2021 couldn't be a better time to gain new skills.

People Learning platform is an excellent method of putting your skills onto paper. So whether you are looking to brush up on existing skills with the moving times or you are looking to gain skills to develop into a new role, People Learning can offer an array of training courses for many sectors.

## SERVICES

- Seminars for personal development
- Corporate Training
- Bespoke Courses
- Team Development
- Management
- Finance
- Training
- Fashion
- HR
- Online Marketing
- Project Management
- SEO
- Corporate Legal
- Data Analysis
- Data Mining
- Predictive Analytics
- Soft Skills
- Compliance

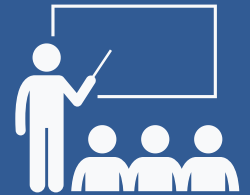




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# PROFESSIONAL QUALIFICATIONS IN LEARNING & DEVELOPMENT



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Education Authority

# MQF LEVEL 5 - TRAIN THE TRAINER

## INSTRUCTOR

David Cutajar MSc.

## DURATION

40 hours over 2 weeks

## COURSE LEVEL

LEVEL 5 (VET) AWARD

## REQUIREMENTS

Training experience

## CERTIFICATION

LEVEL 5 (VET) AWARD

## Course Introduction

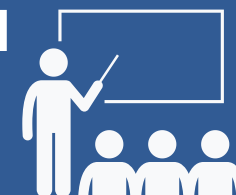
The course is designed to inspire and develop individuals with effective and motivational training. It will enable practitioners to harness the full potential of a training group by facilitating discussion and participation. How to adapt your training to suit different clients and how to apply different learning processes in order to keep your clientele's attention by delivering simulating sessions are but a few of the skills that you will learn during this course. Furthermore you will build up core competences and take on board the People & Co. model for best practice in a learning environment. The course focuses on the key phases and dimensions of training; contracting; Design and Development; and evaluation.



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# MQF LEVEL 5 - TRAIN THE TRAINER

## Course Target Audience

Newly appointed trainers, trainers wishing to refresh their skills, as well as experienced training professionals who want to develop and enhance their delivery and facilitation skills in a supportive environment.

## Course Description

The course has been designed to incorporate both Train the trainer Standard Course and Train the Trainer Advanced Course.

## What will I get out of the Course?

Skills to deliver structured training sessions with well defined objectives

- Ability to adapt training to cater for all learning styles
- Confidence to manage a training environment, delegates and yourself
- A structured framework of best practice
- Constructive feedback to improve performance
- The skills to transform from a trainer to a 'Super-Trainer'
- Versatility of training delivery

Practice: During the course there will be the opportunity to indulge in recorded practice sessions. Feedback will be delivered on a group and individual basis.

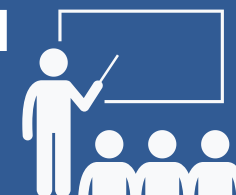




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## MQF LEVEL 5 - TRAIN THE TRAINER

### Unit 1

- Training world: What is training?
- What are the core competencies of training?
- Training as part of the wider development process
- What are the organisational responsibilities?

### Unit 2

- The training cycle
- An introduction to training needs analysis and effective evaluation
- The group and the individuals: Learning motivations and how it may affect the learning environment
- What individuals learn and what training can realistically deliver

### Unit 3

- The training dilemmas
- The importance of discovery-based learning
- Developing self-esteem within the group
- Managing team dynamics through effective facilitation techniques
- 

### Unit 4

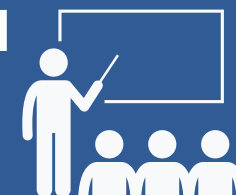
- Managing difficult delegates
- Structure: Meeting legal requirements as part of a welcome and administration section
- Ice breaking
- Getting the group comfortable



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## MQF LEVEL 5 - TRAIN THE TRAINER

### Unit 5

- Creating a good beginning, middle and end to the session
- Effective sign posting to ensure that learning is linked
- Developmental methods and how this will meet the learning styles of the group

### Unit 6

- Delivery: Presentational techniques to develop the 3 Vs of personal communication
- Using visual aids effectively
- USING LIVE STREAMING and online technologies effectively  
Practical application of training skills against People and Co.
- Learning's competency framework

### Unit 7

- Trainer as Learner - understanding your own style and development needs and their impact on delegates
- Developing your capabilities as an internal consultant
- Developing a credible leadership style by building rapport with participants and creating a positive learning environment

### Unit 8

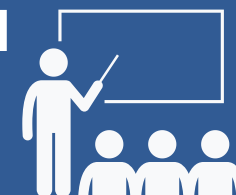
- Principles of training design, progressing your sessions in a logical and structured sequence
- Adapting course structures and learning activities to meet both group and individual learning needs
- Strategies to assist delegates in achieving their full learning potential



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# MQF LEVEL 5 - TRAIN THE TRAINER

## Unit 9

- Managing the group process, ensuring equal involvement and participation to develop an inclusive approach to training delivery
- Using a portfolio of facilitation and questioning techniques
- The importance of process objectives - differentiated from content outcomes

## Unit 10

- Practical application of training skills against People and Co. Learning's competency framework.

## Course Assessment

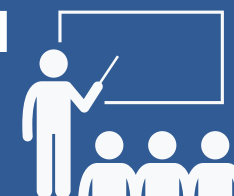
Competencies are observed against a checklist Once the assessor competencies have been achieved, a pass is awarded.

- NB Reviews from previous student learners / alumni are available on request as well as free pre booking guidance. This course also includes a full personality and emotional intelligence assessment and 1-1 feedback as well as careers guidance based on the end of course action plan as a built in for added value. Each course delegate receives course slides and a work book as well as background reading material, a recommended reading list and access to on-line resources.





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# MQF LEVEL 5 - TRAIN THE TRAINER

## Schedule:

Due to Covid-19, we have arranged for the upcoming sessions to be held online to ensure the welfare of both trainer and participants. This has been done in the past and has worked very well. We have ensured that the quality of the course delivery remains uncompromised by adapting the course material for online delivery, setting up a reliable online platform and limiting the number of participants.

This course is typically spread over five weeks with five full days of training as a standard configuration, however due to the live streaming configuration, the schedule has been altered to two weekly sessions 1600-2000.

There is some flexibility in scheduling subject to group consensus

## Career Progression

HR, Internal Training, Education Lecturers

## Funding Options

