

ADVANCED FACILITATION SKILLS

Learning Unit 3

Evaluate learning and facilitation

Introduction

The people in an organisation make the difference between success and failure. Developing people to have the right skills, knowledge and attitude is key to achieving operational objectives and therefore excellence in training is key to the development of a business.

Training needs to be relevant, engaging, dynamic and contemporary for it to be effective. A trainer must have the skills to deliver effective training and also have the ability to inspire and motivate their learners. The aim of this intensive Facilitation programmes is to give up and coming Facilitators these skills.

Career Opportunities:

Competent Facilitators will have the necessary skills, knowledge and attitude to inform and enhance their Facilitation Skills and continue to advance their professional standing

Programme Outcomes

By the end of this programmes learners will be able to

- Effectively plan and prepare for facilitation;
- Organise a facilitation programme;
- Develop leadership skills;
- Be assertive in facilitation,
- Facilitate using word & excel
- Facilitate learning; and
- Evaluate their learning and facilitation

Programme Outline

- Learning Unit 1** Plan and prepare for facilitation
- Learning Unit 2** Facilitate learning



Training Programme Duration: 3 Days

Assessment:

On-site assessment on day 3 of programme. This includes obtaining certification with ETDP SETA.

Unit Standard:

Facilitate learning using a variety of given methodologies

NQF Level: 5

Credits: 10

Target Group

- HR Managers
- Training Managers
- Supervisors
- Line Managers
- Trainers/Facilitators

BENEFITS

- Qualified Facilitators
- Skilled, knowledgeable and confident facilitators
- Improved competence and motivation of workforce
- Meeting of ETQA requirements for accreditation
- Improved opportunities to claim skills grants