

# Professional Trainer Certificate

## A Training qualification

The qualification has been developed as a successor to the CIEH Group Training Certificate, which since 1995 has been the benchmark trainer skills qualification for CIEH registered tutors.

This replacement qualification extends the content of basic training techniques by encouraging a dynamic and flexible approach to training delivery, taking into account some of the recent advances in accelerated learning and Neurolinguistic Programming (NLP). However, it is still founded on a basic short-course training programme that can typically be delivered in three days, with an assessment based on delivery of a short training session at the conclusion of the programme.

The qualification provides an opportunity to understand and practice a professional approach to training design and delivery, with a structured syllabus and assessment opportunity.

It is ideal for anyone who needs to either understand the basics of training practice, or wants to refine their training techniques. Those who have never delivered training before will find it an ideal basis for their future training activities. The qualification is essential for those who wish to become CIEH registered trainers (certain other training qualifications are also recognised, and conditions regarding technical knowledge and experience also apply).

The programme will involve a significant amount of hands-on activity with additional work outside the sessions to develop the content and materials for assessment on the final day. The programme is quite demanding because it results in the acquisition of new skills and techniques over a short period.

### Topic areas covered

The qualification will enable successful candidates to understand and put into practice the following:

- ◆ How training can best be delivered to secure effective learning.
- ◆ How to structure and design training sessions.
- ◆ How to make training sessions interesting, stimulating and relevant.

### Objectives

At the conclusion of the programme the expected learning outcomes are that the student will:

#### A Training needs and objectives

- ◆ Be able to match training sessions to the ability and needs of the students.
- ◆ Understand how to set SMART training objectives and how to secure learners' commitment to achieving them.

#### B Learning styles and preferences

- ◆ Be aware of the factors that influence learning and use a simple but effective structure for recognising and accommodating different learning preferences in any training situation.
- ◆ Understand how students have preferences for receiving and assimilating information.

#### C Training skills

- ◆ Be able to select different and diverse training methods appropriately to meet different needs.

#### D Training structure and design

- ◆ Be able to design training sessions by carrying out effective planning and preparation.

# course information

## E Training Styles and Communication

- ◆ Be able to use a variety of different ways of communicating information and making training more accessible and interesting to students.
- ◆ Be able to use feedback and evaluation to ensure a process of continuous improvement.

## F Training assessment

- ◆ Understand a variety of different ways of assessing the effectiveness of training and measuring results.
- ◆ Be able to use feedback and evaluation to ensure a process of continuous improvement.

The programme is designed to be delivered in three to four days and candidates are assessed on their design and delivery of a short training session which they are required to deliver to other members of the group.

## Training Materials

The training material has been specifically designed to assist trainers to deliver the course content and contains:

- ◆ Detailed session plans, with training tips and guidelines for stimulating interest and involvement.
- ◆ CD-ROM with a PowerPoint presentation for use on PCs, containing a full set of text and graphic slides. These may be used as a presentation from the CD-ROM, or printed onto acetates. You will not require additional software to run the presentation, although to amend the presentation you will require PowerPoint version 4.0 or a later edition.
- ◆ Black and white paper masters, including several graphic images, which can be copied onto acetates as necessary.

Trainers or potential trainers from any discipline will benefit from the programme, as the qualification concentrates on the training process, rather than training content. Delegates will also gain greater enthusiasm and confidence for training delivery, as well as ideas for creativity and further development.

The Professional Training Tutor Pack is included as part of the Centre registration process and additional packs are available at a price of £139.25 (incl. p&p and VAT).

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