



# A Guide to our Train the Trainer Courses and Certification

Online Learning & International Certification

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Available for Individuals and Teams

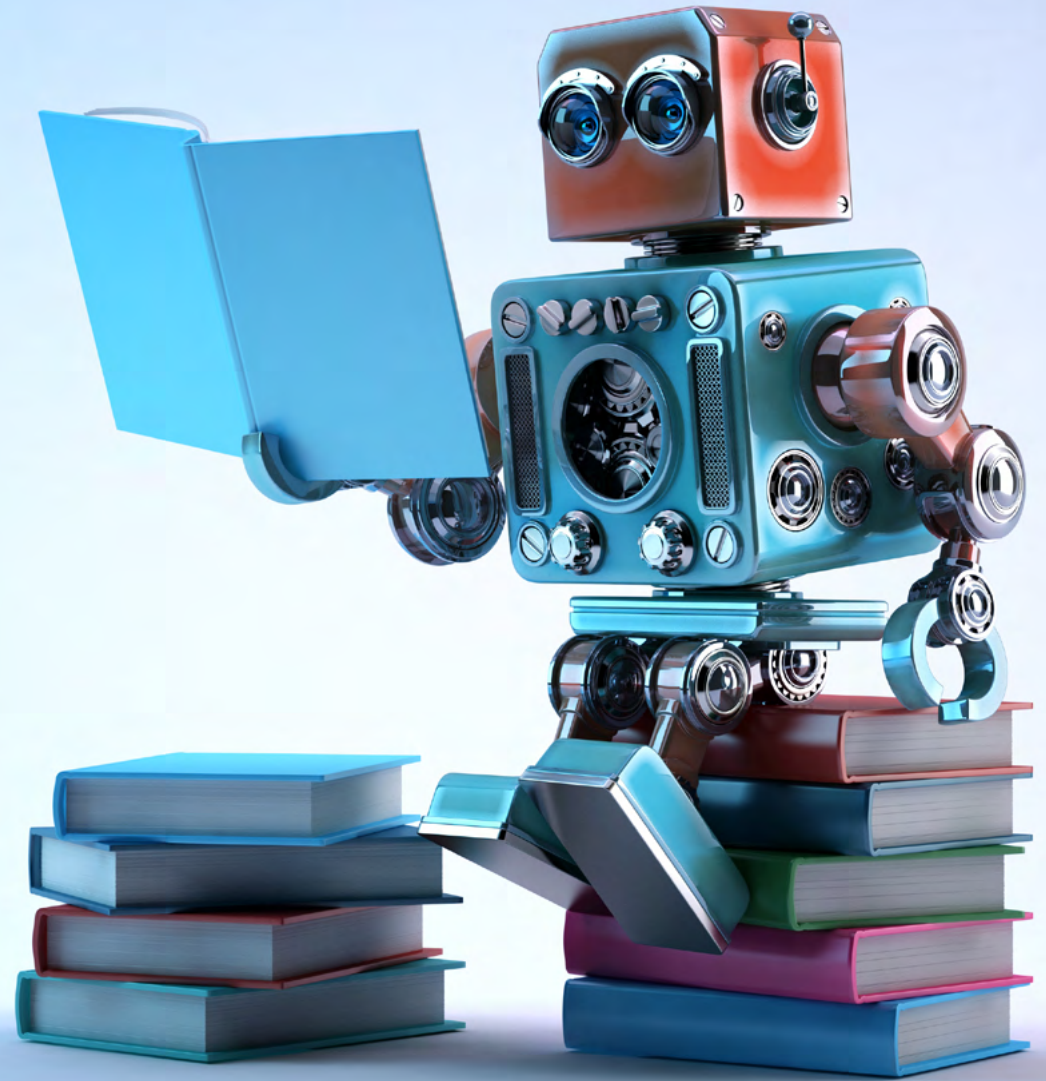
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in-house for teams



live virtual training



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# What is Train the Trainer?

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Many different roles require the ability to train others. It can be challenging to know how to pass on the knowledge and skills we possess in a way that is both clear and easy to understand.

Train the Trainer Courses are designed to equip participants with both the abilities and confidence needed to train others.

## Why is Train the Trainer Important?

If you seek to train in any capacity, whether as part of your existing role or as a professional trainer, it is vital to understand best practices for training design, delivery, and evaluation.

Practical learning will give you the opportunity to develop your own style and improve your technique for delivering training. You'll receive helpful advice and feedback from experienced trainers, and learn how to deliver training in a positive learning environment.



## Guidance on the Right Course for You

For greater clarity and the benefit of experience, why not get in touch with our expert training consultants?

We'll chat with you about your background, goals, and interests to help find the right fit for your training and certification.

You can call our team at [Freephone 1800 910 810](tel:1800910810) or Dublin 01 861 0700 during office hours. Alternatively, use the "Which Course for Me?" button below to ask us online.

**Which Course for Me?**

# What Defines a Good Trainer?

When people think of training skills, it is usually the action of delivering training - speaking in public - that leaps to mind. This is a key ability for trainers, and one that requires constant development.

However, there are many other items to consider in a trainer's toolkit. An effective trainer must have a strong command of the skills shown on this diagram.

## How can you develop good qualities as a trainer?

There are 2 steps to acquiring and perfecting these qualities:

- 1 Get trained and certified
- 2 Practice and gain experience

This guide is focused on equipping you with guidance on getting started with step 1.



# 4 Reasons to Get Train The Trainer Certified

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## 1. Essential Training Skills

The skills you will learn during our Train The Trainer courses are those needed by every professional trainer. Through completing a Train The Trainer course, you equip yourself with skills and knowledge that will make your career as a trainer more successful and enjoyable.



## 3. Build Your Confidence

Confidence plays a big part in being a successful trainer. The practical, interactive style of our Train The Trainer Courses helps you to develop confidence in your abilities as a trainer.



## 2. Back-Up Your Skills with Certification

Our QQI Train The Trainer courses lead to qualifications recognised by employers throughout Ireland, and further afield. Achieving a Train The Trainer certification advertises the skills and level of expertise you have gained through training and assessment.



## 4. Advice and Feedback from Experienced Trainers

All of our courses are delivered by professional trainers with extensive experience in designing and delivering training. They will share their experience with you and offer constructive feedback to help you get the most from each training session you deliver.

# Who Attends Train the Trainer Courses?

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Professional trainers are the most obvious category of people who attend Train the Trainer courses.

With companies of all sizes and in every sector investing in both the personal & professional development of their staff, there will always be a need for skilled, certified trainers.



Managers, supervisors, and team leaders have a requirement to train others almost on a daily basis.

It can be as small a matter as showing a member of your team how to use Excel, or training a new member of staff on each element of your working day.



Occasionally, HR Personnel are required to deliver training within an organisation.

However, their primary training function is to be able to identify areas where training is needed, & recognise what kind of training would be most beneficial to the team or individual.





# Choosing the Right Course

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Our Train The Trainer courses are designed to equip you with the skills you need to become a certified, professional trainer.

Each course focuses on a different skill set for your portfolio, including training design, delivery, and evaluation.

## Our Train the Trainer Courses:

- QQI Training Delivery & Evaluation: This is usually what people call “Train the Trainer”. It focuses on understanding different learning styles, skills for delivering engaging training, and how to evaluate training. ([page 8](#))
- QQI Training Needs Identification & Design: This course is fantastic for anyone who wants to learn how to conduct a training needs analysis (TNA) and design great training sessions. ([page 9](#))
- QQI Special Purpose Award: This Special Purpose Award can be achieved by successfully completing both of the courses above. Achieving this award means that you have gained a well-rounded knowledge of the Training Cycle and developed strong training skills. ([page 10](#))

# QQI Training Delivery & Evaluation

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## Confident Training Delivery Skills

This course is often referred to as the “New Train The Trainer” as it is very similar in content to the old FETAC Train The Trainer course.

During this 4-day workshop, you will gain valuable, practical experience delivering mock training sessions and receive helpful feedback from our experienced trainers.

Training Delivery and Evaluation is essential for anyone who wants to gain knowledge and insight into professional training delivery skills and evaluation techniques.



**Download our PDF Training Delivery and Evaluation Brochure Instantly**

For a full course outline and steps to get started, download our PDF brochure by using the button below.

**Download PDF Brochure**

## Quick Facts

- ✓ **Certification:** QQI Level 6 - Training Delivery and Evaluation
- ✓ **QQI code:** 6N3326    ✓ **Credits:** 15 credits
- ✓ **Format:** Online (live virtual) or In-House (live virtual or classroom)
- ✓ **Key Skills:** training delivery and training evaluation.

## What You'll Gain:

- **Essential Skills:** Gain skills and confidence to deliver high-impact training in any environment.
- **QQI Certification:** Achieve a respected training certification (QQI Level 6, code: 6N3326).
- **Experienced Trainers:** Our trainers have extensive experience delivering Train the Trainer programmes.
- **Evaluation Methods:** Learn to evaluate how effective each training session has been for you & your trainees.

**Visit Webpage**

**Get Dates**



# QQI Training Needs Identification & Design

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## Accurate TNA & Design Skills

This 3-day workshop is an excellent choice for anyone who has a need to design training for others as part of an existing role, or is considering working as a professional trainer.

This course leads to a QQI Level 6 certificate in Training Needs Identification & Design.

During our Training Needs Identification & Design course, you will learn how to accurately identify training needs and - using this information - design training programmes that are both effective and engaging for participants.



**Download our PDF Training Needs Identification & Design Brochure Instantly**

For a full course outline and steps to get started, download our PDF brochure by using the button below.

**Download PDF Brochure**

## Quick Facts

- ✓ **Certification:** QQI Level 6 - Training Needs Identification & Design
- ✓ **QQI code:** 6N3325    ✓ **Credits:** 15 credits
- ✓ **Format:** Online (live virtual) or In-House (live virtual or classroom)
- ✓ **Key Skills:** training needs analysis (TNA), training programme design.

## What You'll Gain:

- **Certification:** This QQI award is placed at level 6 on the National Framework of Qualifications (NFQ).
- **TNA Skills:** Learn how to carry out an effective Training Needs Analysis (TNA)
- **Design Skills:** Get the skills and confidence to design training programmes that deliver results.
- **Progression:** You can progress to achieve the QQI Training & Development Special Purpose Award.

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# QQI Special Purpose Award in Training & Development

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## Master the Training Cycle

This QQI Special Purpose Award in Training & Development is for anyone who wants to train professionally, or trains others as part of an existing role. Achieving this award will add credibility to your experience as a trainer, and put your skills on the map if you are new to training.

To achieve the Special Purpose Award, you must successfully complete 2 components - Training Needs Identification & Design and Training Delivery & Evaluation. These courses focus on a different element of the Training Cycle. Each component can also be taken as a stand-alone course if preferred.



**Download our PDF Special Purpose Award Brochure Instantly**

For a full course outline and steps to get started, download our PDF brochure by using the button below.

**Download PDF Brochure**

## Quick Facts

- ✔ **Award:** QQI Level 6 - Special Purpose Award in Training & Development
- ✔ **QQI code:** 6S3372    ✔ **Credits:** 30 credits
- ✔ **Format:** Online (live virtual) or In-House (live virtual or classroom)
- ✔ **Key Skills:** Training needs analysis, design, delivery, and evaluation.

## What You'll Gain:

- **Flexible:** Attend the modules in the order you prefer, taking a break in-between each if you choose.
- **Styles:** Both modules are available as an in-house (for teams) and live virtual (for individuals) training.
- **Expert Delivery:** Our trainers have a wealth of experience, both in training and delivering this programme.
- **Support:** We provide detailed guidance and supporting documents for your assessment work.

**Visit Webpage**

**Get Dates**

# Why Achieve the QQI Special Purpose Award?

## ✓ Certification with Credibility

Combining two QQI Level 6 awards to gain this Special Purpose Award will communicate to clients and employers that you are accomplished in the skills required by professional trainers.

## ✓ Training Needs Analysis Skills

Identifying the training needs of learners is a vital skill for any professional trainer.

## ✓ Training Design, Delivery and Evaluation Skills

The syllabus for these courses works towards establishing best-practice methods and promoting excellence in training.

## ✓ Group Dynamics and Coping with Challenging Situations

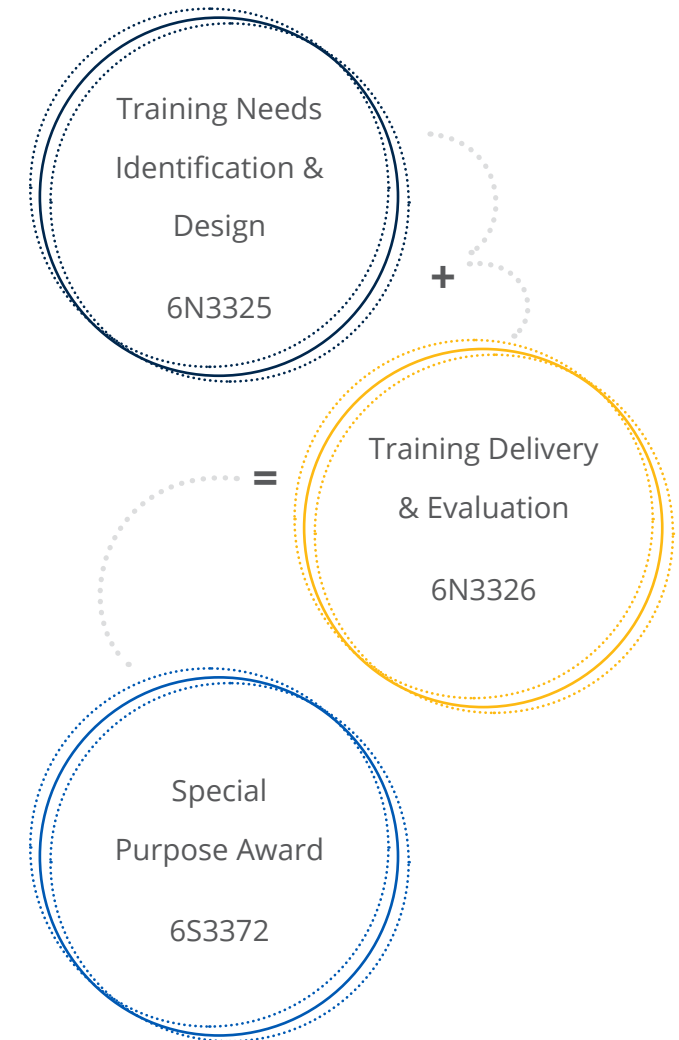
These courses address ways of handling difficult situations as they arise. You also learn about group dynamics and how to work with different kinds of learner groups. These are practical skills you will need in your career as a trainer.

## ✓ Confidence and Capability

Our combined approach of practical and theoretical learning ensures that you feel ready to tackle the design and delivery of a training course.

## ✓ Valuable Tips & Advice from Experienced Trainers

Training in our classroom environment gives you access to support, feedback and advice from our expert trainers.



# Train The Trainer for Teams

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We also run our Train the Trainer Courses - including a 2-day, uncertified course - for in-company (also called “in-house” or “on-site”) training.

This means that we deliver training exclusively to your team on a date you choose. There are many benefits to choosing an in-company style of delivery.

## How In-Company Training Works

When you get in touch with us about in-company training - either by phone or by requesting a quotation using the button on this page - our expert training consultants will work with you to find the best training solution for your needs.

We will create a programme that addresses the issues and goals at the top of your list, and choose a training delivery method and dates that suit you best.



## Why In-Company?

- ✓ **Consistency** - When your team attends in-company training, you begin creating a consistent level of training skills throughout your organisation.
- ✓ **Tailored for Your Team** - We can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery as relevant as possible to your team’s work.
- ✓ **You Choose the Delivery Style** - We can deliver this training as an in-person, classroom style course (where we come to your location), or by live, virtual classroom training.
- ✓ **Flexibility** - In-company training gives you the ability to schedule training at a time that works best for your business. It removes the inconvenience of having to take someone out of their role for training at a busy time.

[Get a Quote](#)

# Why Choose Us For Train the Trainer?

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We deliver Train the Trainer programmes for leading Irish and international organisations of all sizes. Our professional approach, consistent success rate, and expert trainers instil confidence in our clients.

The skills you'll learn on our Train the Trainer courses can be applied in any industry or area of business. As you can see from the small selection below, our Train the Trainer students come from many different backgrounds.







## What our students say...

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“The format of the course was excellent. The trainer’s pace was perfect and the breaks were timed to perfection. She is an amazing trainer and her obvious experience really was evident throughout. I was apprehensive at first doing both the Training Delivery and Evaluation and Training Needs Identification & Design courses back-to-back virtually. However I didn’t need to worry as the training courses were so well organised.”

- Martina

“The course was very informative and I really enjoyed all contents – I have learnt so much over the past few days. The trainer is fantastic and this has definitely helped with my confidence. Great communication and prompt delivery with details of the course. Exercises were very helpful. I feel I can go into my new role confident with new skills to help me become a better trainer. Strengths were the presentation skills – I have come on so much since day one.”

- Laura

“I can’t think of anything to improve. It was my first virtual course and it was a learning experience to see how the trainer delivered the course so professionally. There was a warm and welcoming environment, great group discussions and everyone participated. Great pace. I always remember the class discussions and the other participants’ inputs.”

- Joe

“I walked away feeling confident in the completion of the assignments for TNID and I gained more from the training than I ever could have expected. I feel incredibly grateful for having such a great trainer! Professional Development is true to their name. From the initial contact with [my training consultant], through two courses, TDE and TNID with [the trainer], I am glad I found them.”

- Noel

# How can you become a certified trainer?

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Complete any of our Train the Trainer courses.

Our Train the Trainer courses are delivered in a live virtual classroom format. This means that you can get a face-to-face, real-time classroom experience when connecting online.

You can take part in plenty of group discussions and activities, ask questions, and gain advice and feedback from your trainer.



Following training, there is a period of self-directed learning and assessment work.

Self-directed learning includes further reading, study, and research. Your trainer will guide you on structuring your self-directed learning.

You must successfully complete the required assessment work to achieve your certification. You will have 8 weeks from the last day of your course to complete this assessment work.

This links in with, and is supported by your self-directed learning.



Once you have submitted your assessment work, it will go through a thorough grading and verification process. These are a number of checks to ensure grading has been fair and consistent.

Once this process is complete, you will receive your results and we will submit your results to QQI for certification.

# Frequently Asked Questions

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## Why is Train the Trainer important?

In order to achieve the goal of your training session – providing your trainees with the required information or skills – it's important to understand the principles of delivering training.

If you want to train others as a professional trainer, it is essential that you gain a full understanding of the training cycle and best practices for designing and delivering training programmes.

## What can you use Train the Trainer for?

Train the Trainer is useful in a variety of roles and situations.

If you are (or would like be) a full time professional trainer, achieving some form of Train the Trainer qualification is essential.

If you train others as part of another role, a Train the Trainer certification can support you well here.

## What does Train the Trainer qualify you to do?

Train the Trainer is focused on giving you the skills you need to be able to train others.

Combine Train the Trainer with another subject in which you have experience, knowledge, and often a qualification.

A qualification in the other subject is not always necessary if you train others as part of your primary role in work (for example, training your colleagues in the use of software or company policies)

## What is Train the Trainer called now?

The old FETAC Train the Trainer course (code: E30179) was deactivated at the end of 2014.

It was replaced by 3 new, more in-depth QQI-programmes: Training Delivery & Evaluation, Training Needs Identification & Design, and QQI Special Purpose Award in Training and Development.

## What qualifications do you need to be a Trainer?

The answer to this question depends on what and where you want to deliver training.

The reason our QQI Level 6 Train the Trainer Courses constantly book out weeks in advance is that this is the certification widely required and recognised by employers and potential clients.

**Our Advice:** We always recommend that you do a little research within the area that you want to deliver training in.

# Frequently Asked Questions

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## What level is Train the Trainer Course?

Our Train the Trainer courses are all at Level 6 on the National Framework of Qualifications (NFQ). Level 6 is the most widely available Train the Trainer award.

There are higher levels available in training and development qualifications. As these are generally a longer and more intensive investment, many potential trainers opt for a Level 6 Train the Trainer.

A Level 6 Train the Trainer will support you in building a professional training career.

Certified Train the Trainer candidates often, but not always choose to progress to a Level 7 or more lengthy qualification in time as part of their ongoing professional development.

## What is a “QQI Level 6” award?

A QQI Level 6 award sits on the National Framework of Qualifications (NFQ).

The NFQ is “A framework for the development, recognition and award of qualifications in Ireland”.

It serves as a central, transparent reference for all awards within training and education in Ireland

## How long does Train the Trainer take?

Training length varies between different course providers. Here is a look at our programme lengths:

- Training Delivery & Evaluation: 4 Days
- Training Needs ID & Design: 3 Days
- Special Purpose Award: 7 Days

We offer a completely flexible approach to achieving the Special Purpose Award.

You can complete the two modules (Training Needs Identification & Design and Training Delivery and Evaluation) in whichever order suits you best.

You can take a break of several months between modules.

[Download PDF Brochure](#)

## 3 Ways to Get Started

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### Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri, 9.00am - 5.00pm).

We will be happy to answer any questions, advise on the best option for your Train the Trainer training, provide a quote for your team, or get you set up for virtual training.

**Freephone 1800 910 810**



### Ask a Question

If you'd prefer to contact us online, request a phone call, or to get in touch outside of office hours, using the "Ask A Quick Question" button below is the best option.

We'll respond with the information you need.

**Ask A Question**



### Get a Quote

To request a tailored quotation for your in-house Train the Trainer programme, click the button below.

We will be in touch with a detailed quotation fitting your team's requirements.

**Get a Quote**



# About Us

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## Professional Development - 30+ Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 30 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential

## Stay Connected

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### Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.



### Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.



### Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.



### Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.

# Contact Us

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