professional development

QQI Training Needs Identification and Design

3 Days Classroom or Virtual Training

Practical Skills & Confidence

QQI Level 6 Certification, code: 6N3325

classroom

in-company for teams

live virtual

Contents

About This Course

A strong start to your career in training

This 3-day course is a QQI Level 6 Minor Award. It will equip you with the skills and confidence to evaluate training needs and design effective, engaging training programmes.

You will also gain a clear understanding of the concepts and theory surrounding training and adult learning.

Training Needs Identification is ideal for anyone who works in HR, or has a requirement for identifying and analysing training needs for others. It is an important course and certification for anyone who wants to work as a professional trainer.

About This Course

- This is a workshop-style course, combining practical and theoretical learning. It takes place over 3 consecutive days.

- No previous training is required for those attending, although a basic knowledge of working with computers is needed for your assessment work.

- You will find a welcoming atmosphere on every course we run. Our trainers will put you at ease from the start, enabling you to relax and get the most from your training.

- Our course format combines a mix of personalities and perspectives. This creates a great opportunity for enriched learning through discussion, questions, and feedback.

- To achieve the QQI Certification, you must successfully complete self-directed learning and assessment work in the 8 weeks following your course. We give you guidance and a detailed brief for this work.

Training Objectives

✓ **Understand the concepts of and factors affecting training**

The first module of this course is dedicated to the principles of training and adult education. We look at factors that can affect training, including barriers to training and the impact organisational strategy can have on learning and development.

✓ **Be familiar with commonly used Instructional Design (ISD) Models**

We cover the most popular ISD models, so that you can use them to structure and optimise your training process.

Models covered include Honey and Mumford Adult Learning Styles, Kolb's Learning Cycle, and Kirkpatrick's Levels of Evaluation.

✓ **Know how to carry out a Training Needs Analysis (TNA)**

In order to create training sessions that make a difference, you must first be able to accurately identify the gaps in knowledge and needs of your trainees. You'll gain those crucial skills as part of this programme.

✓ **Be equipped with versatile training design skills**

Once you have identified your objectives through a TNA, you'll need the right toolkit to design a training session that helps you reach your goals.

A significant part of this course is dedicated to providing you with the right skills to design excellent training.

✓ **Be prepared to complete self-directed learning and your assessment work**

In order to achieve your QQI Level 6 Certification in Training Needs Identification and Design (6N3325), you will need to complete self-led learning and assessment work in the weeks following training.

We provide you with a supporting assessment brief and your trainer will take you through guidelines and best-practices for your assessment work.

Ask A Question

About Training Design

How do you want to learn?

Classroom Training

Attend in-person training with our expert trainers.

Learn More

Virtual Training

Enjoy all the benefits of classroom training while connecting from home.

Learn More

In-Company Training

Tailored training for your team, delivered in-person or virtually.

Learn More

Classroom Training

Our classroom training in Dublin provides you with a highly intensive learning approach to Training Needs Identification & Design.

Why Classroom?

- **Focused Learning Environment -** One of the key advantages of an in-person classroom style training is the focused learning environment.

- **Delivered by Experts -** Our classroom training gives you access to our expert trainers. You'll benefit from the opportunity to ask questions and receive advice from your trainer.

- **Support Materials -** In addition to your classroom training experience, you'll gain access to online support materials (slides, reference materials, QQI assessment guidelines).

At present, most of our courses will take place as live virtual training. You can gain all of the benefits of classroom training through virtual training.

Read more and reserve your place on the following page.

Live Virtual Training

Virtual training enables you to connect to live, trainer-led sessions from wherever you are.

It's easy to connect and you'll gain the benefits of a classroom style of training while enjoying the convenience of learning at home.
Our virtual training dates are available for anyone to attend.

How Virtual Training Works

Once you confirm your place on one of our upcoming virtual training dates, we'll send you the information and link you need to join the training.

To connect with our live training, you'll need a steady internet connection and a device with a web-camera, speakers, & microphone. Most home internet connections work perfectly for virtual training. These days, almost all smartphones, computers, and tablets have built-in web cameras, speakers, and microphones.

Our training consultants will advise you on how to get connected. It's an easy, user-friendly process.

Why Virtual?

- **Learn from Home -** This is an ideal solution for anyone who works from home. You can connect with real-time training sessions from wherever you're currently based.

- **Delivered by Experts -** By choosing our live virtual training, you'll learn from subject matter experts. You'll also benefit from the ability to ask questions and gain advice from our trainers.

- **Group Training -** This style of training enables you to interact virtually with your fellow trainees. Via our online platform, you'll be able to take part in group discussions and exercises without leaving home.

- **Focused Learning Environment -** One of the key advantages of an in-person classroom style training is the focused learning environment. Live, trainer-led virtual training also provides this high-impact format.

Reserve My Place

In-Company Training

We run this Training Needs Identification & Design Course for in-company (sometimes 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 suits you best.

Why In-Company?

✓ **Tailored for Your Team -** Although the Training Needs Identification & Design course syllabus must be adhered to, we can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery relevant to your team.

✓ **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 training.

✓ **Flexibility -** In-company training gives you the ability to schedule training at a time that works best for your schedule. It removes the inconvenience of having to take someone out of their role for training at a busy time.

Get a Quote

Course Content

① Concepts of Training

- The principles of adult learning, training, development and education
- The purpose of training and development in an organisation and / or individual setting

② Instructional System Design (ISD) Models

- The Training Cycle
- Honey & Mumford Adult Learning Styles
- Kolb's Adult Learning Cycle
- Kirkpatrick's Levels of Evaluation

③ Factors Affecting Training

- Internal and external factors influencing training requirements
- Identifying barriers to training and development
- The impact of organisational strategy on training and development

④ Training Needs Analysis (TNA)

- The importance and benefits of a TNA
- The stages of conducting a TNA
- A range of approaches and techniques for conducting a TNA
- Evaluating TNA outcomes in terms of gaps in knowledge, skills and attitudes

⑤ Design Training Programmes

- Outline training objectives
- Devising a training programme based on prioritised training needs to include a cost benefit analysis
- Creating sample training sessions incorporating a range of design factors
- Selecting appropriate adult learning theory
- Devising suitable exercises to support the learning
- Develop relevant training content and materials

Ready to Go?

Reserve A Place

About This Certification

What is QQI?

QQI (Quality and Qualifications Ireland) is responsible for the development and review of the National Framework of Qualifications (NFQ).

QQI was established to combine the standalone agencies of FETAC, HETAC and NQAI. This means that awards previously offered as FETAC Level 6 have been revised, redesigned, and are now QQI Level 6 awards.

Award type and credit value for this course

Training Needs Identification and Design is a Level 6 Minor Award. It sits at Level 6 on the National Framework of Qualifications (NFQ) and carries 15 credits. The course code is 6N3325.

What is Train the Trainer?

Important Information About Your Certification

- Successfully completing this course and its assessment work leads to a **QQI Level 6 certification**. QQI (Quality and Qualifications Ireland) is responsible for the development and review of the **National Framework of Qualifications (NFQ)**.

- In order to be eligible to achieve QQI Certification, you must have - and provide us with - a **valid Irish PPSN** (Personal Public Service Number).

- If you are a UK citizen with a **valid NIN** (UK PPSN equivalent) you are eligible to apply for a QQI award. Other EU citizens are not eligible to apply for a QQI award (unless they are already in possession of a valid Irish PPSN or UK NIN).

- QQI require that all grades being submitted for certification include the following **personal information**:

  - ✓ **Full Name**
  - ✓ **Date of birth**
  - ✓ **PPSN**
  - ✓ **Gender**

- This means that **we are required to collect this information** from you when you submit your assessment work.

- This information is collected solely for the purpose outlined above and is stored **securely** on-site at our offices in Dublin. You can view our **Privacy Policy** by clicking here.
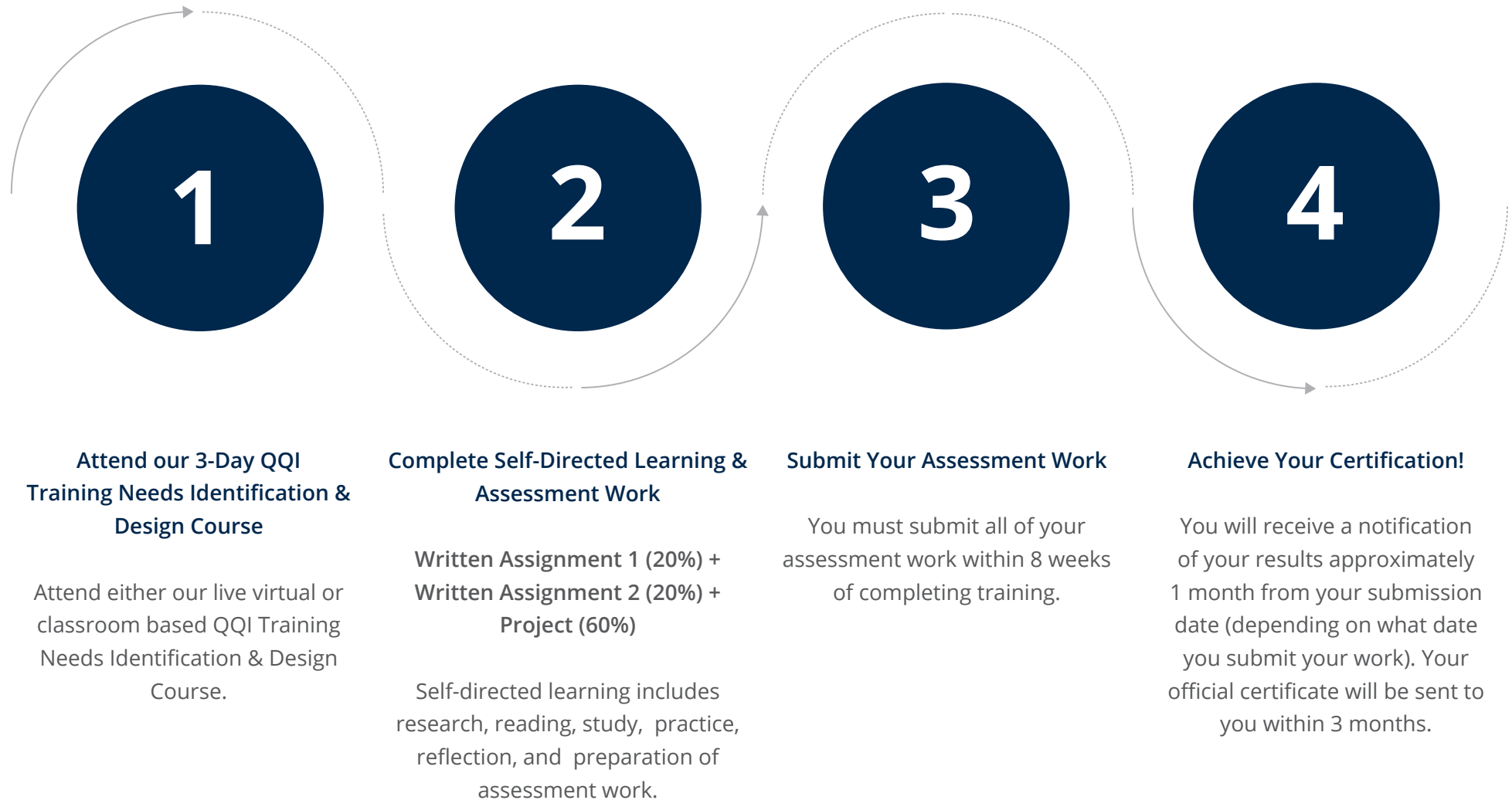
Ask Us A Question

If you have any questions about QQI Certification, you can reach us at Freephone 1800 910 810, or click below to Ask A Quick Question" online.

We'll respond with the information you need.

Ask A Quick Question

"How Can I Achieve My Certification?"

1

2

3

4

Attend our 3-Day QQI Training Needs Identification & Design Course

Attend either our live virtual or classroom based QQI Training Needs Identification & Design Course.

Complete Self-Directed Learning & Assessment Work

Written Assignment 1 (20%) + Written Assignment 2 (20%) + Project (60%)

Self-directed learning includes research, reading, study, practice, reflection, and preparation of assessment work.

Submit Your Assessment Work

You must submit all of your assessment work within 8 weeks of completing training.

Achieve Your Certification!

You will receive a notification of your results approximately 1 month from your submission date (depending on what date you submit your work). Your official certificate will be sent to you within 3 months.

Progression Options

Progress to Training Delivery & Evaluation

Training Needs Identification and Design is an excellent and beneficial course in its own right. It is also hugely effective when combined with its partner course, QQI Training Delivery and Evaluation.

By completing both courses, you will have covered all 4 stages of the Training Cycle. These stages are:

- Analyse
- Design
- Deliver
- Evaluate

QQI Special Purpose Award in Training and Development

Successful completion of both courses and the accompanying body of assessment work leads to achieving the QQI Special Purpose Award in Training and Development. This award is highly recommended for anyone considering a career as a professional trainer.

Training Needs Identification & Design
(6N3325)

Training Needs Analysis

Design of Training

Special Purpose Award
Training & Development
(653372)

Evaluation of Training

Delivery of Training

Training Delivery & Evaluation
(6N3326)

Learn More

3 Ways to Get Started

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 training, or book a place for you on an upcoming course date.

Freephone 1800 910 810

Reserve a Virtual Place

Using the button below, you can view & select upcoming dates to reserve a provisional place on an upcoming Training Needs Identification & Design course.

We will get in touch with course details, to answer any questions you may have, and to confirm your place.

Reserve a Place

Get a Quote

Click the button below to request a tailored quotation for your company's Train the Trainer programme.

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

Get a Quote

About Us

Professional Development - 34 Years of Innovation and Excellence

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

For over 34 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, it service management, and training design and delivery skills.

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

Stay Connected

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 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 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 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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