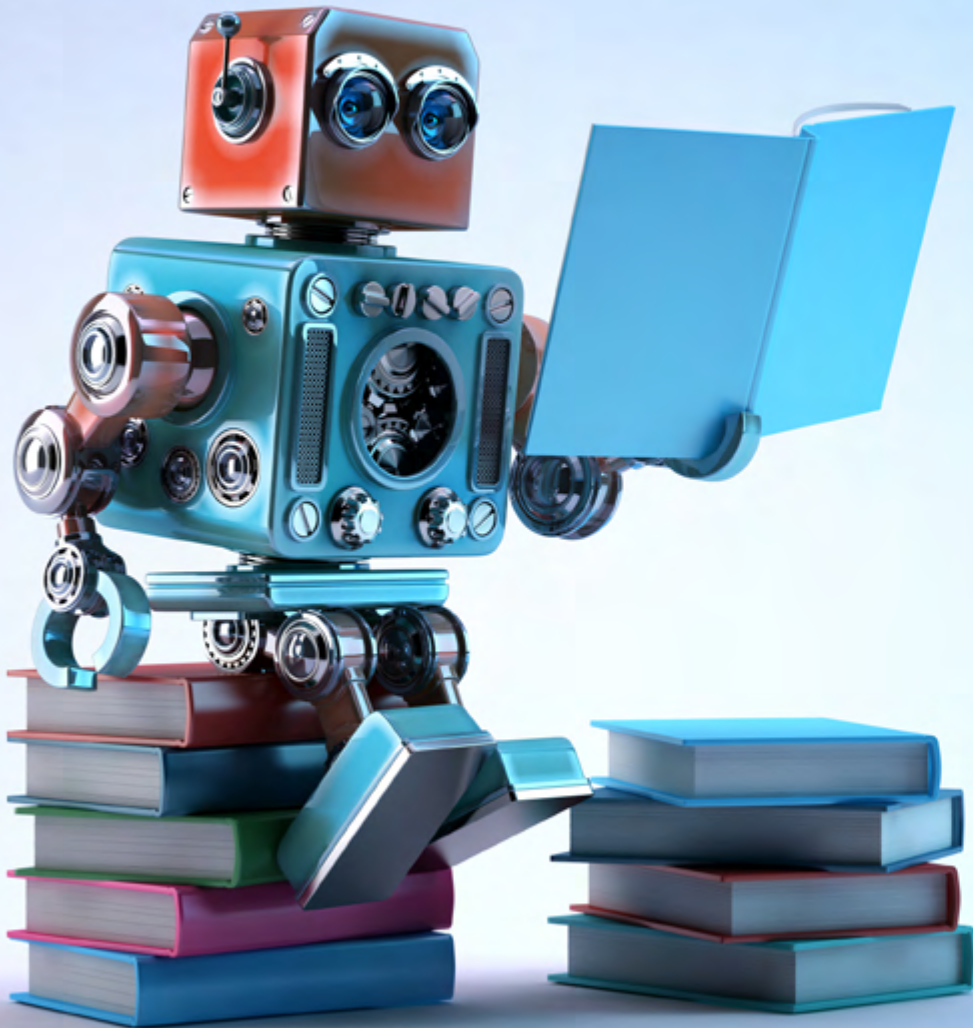


Your Complete Guide to Train the Trainer

- Train The Trainer Benefits
- How to Get Certified
- Choosing a Course
- FAQ



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What is Train The Trainer?

Many different roles require the ability to train others. Often, we find it challenging to know how to pass on knowledge and skills we possess in a way that is clear and easy to understand.

Train the Trainer is a programme designed to equip participants with both the abilities and confidence needed to train others.

Why is it Important?

If you seek to train in any capacity, whether as part of an existing role, or as a professional trainer, it's 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 guidance from experienced trainers, and get a sense of how you deliver training in a positive learning environment.



4 Reasons to Get Train The Trainer Certified

1. Essential Training Skills

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

2. Back-Up Your Skills with Certification

The QQI (formerly FETAC) certified 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.

3. Build Your Confidence

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

4. Get Advice and Feedback from Experienced Trainers

All of our courses are delivered by professional trainers with extensive experience in designing and delivering training. Throughout your course, 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?

Professional trainers are the most obvious category of people who train.

With the returning growth of our economy, companies of all sizes are investing in the personal and professional development of their staff. It's a good time to be a qualified, professional trainer.



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.



What Defines a Good Trainer?

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

However, there are so many other items to consider in a successful trainer's toolkit. An effective trainer will have a strong command of the skills mentioned in the diagram on this page.

The most engaging trainers we know possess a keen interest in and understanding of the subjects they train, along with the ability to develop rapport with their trainees.

You can learn more about what it takes to be a great trainer by reading our article, **"12 Qualities of a Professional Trainer"**.



[Jump to Article](#)

[Ask A Quick Question](#)

Choosing a Train the Trainer Course

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

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

These courses are attended by a varied mix of participants.

Our courses are open to anyone with an interest in personal or professional development.

The core skills of all successful trainers lie within The Training Cycle, which is covered over the course of the QQI Training & Development Special Purpose Award.



This next pages will give you an overview of the benefits of each course, information on what certifications are available, and tell you how to get started.



About QQI Training Delivery & Evaluation

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.

Award type & credit value for this course

Training Delivery & Evaluation 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 6N3326.

Course Benefits At A Glance

- ✓ Practical Training Delivery Skills
- ✓ Recognised QQI Certification
- ✓ Best-Practice Techniques
- ✓ A Solid, Structured Approach to Training
- ✓ Training Evaluation Methods



Click on the image to visit the Training Delivery & Evaluation Course Page.

About QQI Training Needs Identification & Design

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.

Award type & 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.

Course Benefits At A Glance

- ✓ A Respected QQI Certification
- ✓ Opportunity for Progression
- ✓ Training Needs Analysis Skills
- ✓ Training Design and Development Methods



Click on the image to visit the Training Needs Identification & Design Course Page.

About QQI Special Purpose Award in Training & Development

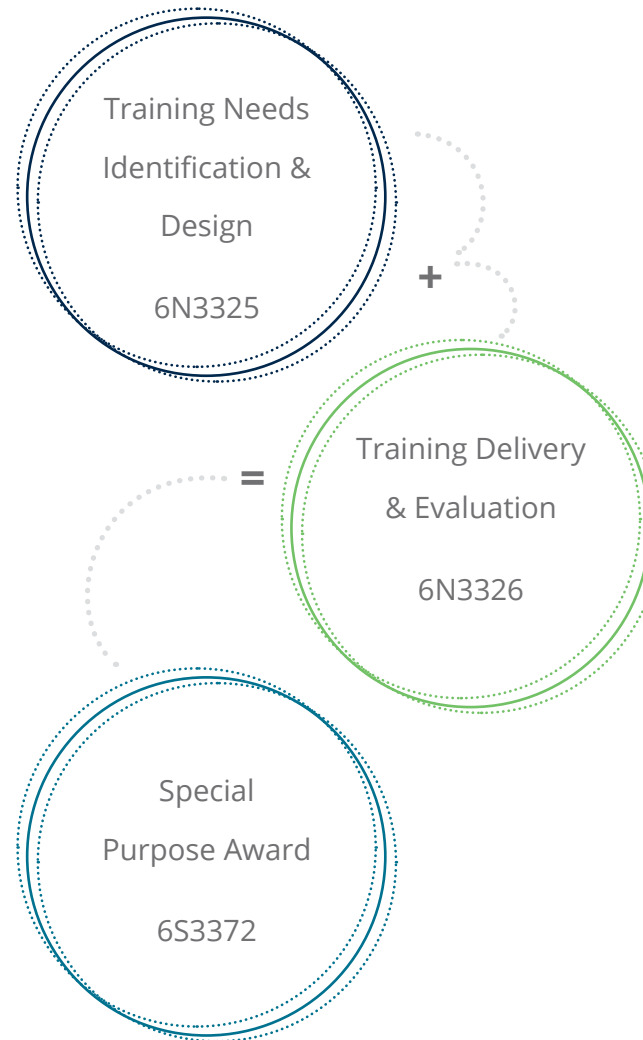
This new QQI Special Purpose Award in Training & Development is designed for anyone who wants to train professionally, or trains others as part of an existing role.

“How can I achieve this Special Purpose Award?”

The Training & Development Special Purpose Award is comprised of 2 components:

- 1 Training Needs Identification & Design (6N3325)
- 2 Training Delivery & Evaluation (6N3326)

We run both components as public courses. You can complete both of these components (courses) in whichever order works best for you. Gaining these 2 minor awards will automatically earn the Training & Development Special Purpose Award (6S3372).



Click on the image above to visit the QQI Special Purpose Award Course Page.

Benefits of Achieving this 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.



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.



Valuable Tips & Advice from Experienced Trainers

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



Training Needs Analysis Skills

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



Training Design, Delivery and Evaluation Skills

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

Getting Train The Trainer Certified



About Train The Trainer Certifications

QQI (Quality and Qualifications Ireland) was set up to bring together the agencies of FETAC, HETAC and NQAI.

Therefore, courses we previously offered as FETAC Level 6 courses have been redesigned and improved to become QQI Level 6 certifications.

These Level 6 certifications are minor awards, placed on the National Framework of Qualifications (NFQ). Each minor award is worth 15 credits towards a major award.

We are also pleased to offer Special Purpose Awards, which combine complimentary skills and courses so that you can achieve a well-rounded certification that carries credibility and weight with clients and employers alike.



How Do I Get Certified?

QQI Certification for each Train The Trainer programme is achieved through attending the training dates, and successfully completing the accompanying assessment work for each course in the 8 weeks that follow training.

We provide detailed assessment briefs to guide you through your assessment work projects.

You can get a full outline on the path to each certification by clicking the brochure links on the next page.

Getting Train The Trainer Certified

Click the brochure images below to read a detailed course brochure containing benefits, content, and certification process for each course.

Training Delivery & Evaluation

“The New Train The Trainer”



Training Needs Identification & Design

Design Training with Impact



QQI Special Purpose Award

Progress Your Certification



Frequently Asked Questions

✓ **I want to gain the Special Purpose Award. Do I need to attend both components within a specific time frame?**

No; in fact, we recommend leaving a few months between completing each component as there is 8 weeks of self-directed learning and assessment work required after each course.

✓ **I have already completed FETAC Train The Trainer (E30179). What does this new award mean for me?**

Train The Trainer has now been deactivated by QQI. However, if you have achieved the Train The Trainer certificate, your award is still valid.

If you would like to achieve the Special Purpose Award, you may be eligible for an exemption from completing the Training Delivery & Evaluation component. To find out more about this, contact our Head Office on Freephone 1800 910 810.

✓ **Which is better - online training or classroom training?**

We are often asked about the best training format for Train The Trainer.

We have chosen to deliver classroom-based training for our Train The Trainer courses. The role of a trainer is practical, and therefore we believe that the best way to learn incorporates a large element of practical work and feedback.

✓ **How can I train a team of trainers?**

If you have a number of candidates for Train the Trainer certification, we offer tailored, in-company solutions.

We come to your location, on a date that works for your schedule. This is a great way to train many of your team at once, while benefitting from a tailored approach. [Click here to learn more about in-company training...](#)

3 Ways to Get Started



Talk to Us

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

We will always be happy to chat with you about the right path for Train the Trainer.

Freephone 1800 910 810



Read About Train the Trainer

You can dive deeper into Train The Trainer knowledge and tips by accessing our dedicated Train The Trainer blog.

Click below to get started...

Learn More



Ask Us A Question Online

If you'd prefer to contact us online, request a phonecall, 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 Quick Question



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