



GRAY TRAINING

Trainers and Material Development Consultants
ETDP SETA Accreditation No: ETDP10009

PO Box 591
Florida Hills, 1716

Tel: +27 11 472 3516
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Email: admin@gray-matters.com
Website: www.gray-matters.com





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Innovative Solutions for Trainers and Facilitators

Curriculum Map

Gray Training offers a range of workshops and tools for facilitators and trainers. If you are an occasional trainer, choose the Train the Trainer workshop. If you are a full time trainer/facilitator choose the Facilitate the Learning workshop. If you wish to enhance your classroom practice choose the Prepare Learning Aids workshop and shop from our superb collection of facilitation tools.

Workshop	Unit standard	Unit standard number	NQF level
Facilitate an adult learning event (TOT workshop)	<i>Facilitate an adult learning event.</i>	7384	4
Facilitate The Learning	<i>Facilitate learning using variety of given methodologies</i>	117871	5



FACILITATE AN ADULT LEARNING EVENT

Unit standard 7384

Overview

Some people see training as a career; others see training as an occasional task they perform in addition to their jobs. **This workshop is designed for those who train occasionally, but who need professional skills to perform this task effectively and efficiently.**

To train effectively you need to know what content to teach, how to structure the content for adult learners, and how to present that content effectively. This three-day workshop prepares you to meet those requirements.

By the end of the learning period, you will have mastered the skills to:

- Analyse learning needs
- Structure a simple lesson
- Develop learning materials
- Present an interactive lesson.

Standards

This outcomes-based workshop is attached to unit standard # 7384: **Facilitate an adult learning event.**

Methodology

The only way to become competent is to experience what you are learning – the meaning of outcomes-based learning. This course is run in the same way. Everything is workshopped, and you will master each step before moving on to the next learning session.

You will have the opportunity to analyse a real need from your workplace, identifying the critical knowledge, skills and/or attitudes that have to be demonstrated. You will then use that need plus your own workplace experiences to structure a lesson suitable for your target group. Finally you will have the chance to present that lesson, learning what works and what doesn't work, in the safety of the workshop. Along the way you will pick up additional ideas and tips from your interaction in the classroom.



Workshop content

- How adults learn
- Perform a job analysis
- Analyse a competency element
- Plan a simple lesson
- Write for clarity and understanding
- Develop a handout
- Present an effective lesson.

Workshop dates

2016:
On Request

Call: 011 472 3516
Fax: 011 472 4999
Or email: admin@gray-matters.com
to book your place.

In-house workshops available on request.

Workshop fee:

R7,000 excl VAT

This includes:

- Tuition
- Course material
- Light meals and refreshments
- Assessment against the standards
- Certification
- Registration with the ETDP SETA.

We are proud to offer all ASTD members a 5% discount on our workshops.



FACILITATE THE LEARNING

Unit standard 117871

Overview

This workshop is aimed at facilitators and consultants who need to master professional facilitation skills.

A wise man once asked: *What have you told your learners today that they could have discovered for themselves?* He knew the difference between telling and self-discovery – the principle upon which this extraordinary workshop is based.

The ***Facilitate the Learning Workshop*** offers four days of experiential learning, allowing you to grow and deepen your expertise in this crucial classroom skill. By the end of the learning period you will have mastered the skills to:

- Facilitate *real learning* on courses and workshops
- Grow a supportive learning environment
- Keep the learners on track
- Support experiential learning activities
- Use controversy for transformational learning.

Note: Numbers are limited on this workshop to give learners the opportunity for extensive hands-on practice.

Standards

This workshop meets all the following criteria:

South African Unit Standard					
Unit standard name		Facilitate learning using a variety of given methodologies			
Unit std number	117871	NQF level	5	Credits	10
Outcomes for this standard					
<ul style="list-style-type: none"> • Plan and prepare for facilitation • Facilitate learning • Evaluate learning and facilitation. 					
and					
Credits towards the City & Guilds International Diploma In Teaching and Training*					
Module name	Module 3: Deliver teaching and training sessions Module 5: Evaluate own performance and identify self-development needs				



Outcomes for module 3

- Establish a positive learning environment
- Make presentations to groups
- Instruct learners
- Promote group learners.

Outcomes for module 5

- Evaluate own performance
- Identify self-development needs.

**This workshop earns you valuable credits towards the City & Guilds International Advanced Diploma in Teaching, Training & Assessing Learning as well as unit standard credits. Once you have gained credit for all five modules, you have the option of writing the City & Guilds external examination and earning an international qualification.*

Methodology

The philosophy behind this workshop can be summed up in Guillaume Appolinaire's words: **"Come to the edge, he said. They said: We are afraid. Come to the edge, he said. They came. He pushed them ... and they flew."**

This workshop models all the behaviours it teaches. You will spend the first day building the theory of facilitation through structured small and large group exercises. During the rest of this workshop you'll experience the power of discovery learning as a delegate, and you'll practise three facilitation methodologies yourself during the practical sessions. You'll assess your development with the help of your learning team and will develop a keen self awareness of your own skills.

The post-course project continues the learning experience and provides you with your Portfolio of Evidence.

Workshop content

- A new look at learning styles and training modes
- Setting the scene for learning
- The IDC Model – the starting point for successful lesson design
- The facilitator's toolkit
- Facilitate a lesson (Practical)
- The experiential learning approach
- Facilitate an experiential learning session (Practical)
- Managing conflict and controversy in the classroom
- Facilitate a lesson based on controversy (Practical)



Workshop dates

2016:

02 – 05 February
19 – 22 April
28 – 01 July
16 – 19 August
13 – 16 September
18 – 21 October
29 – 01 December

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R8,950 excl VAT.

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