

3.24 TRAINING THE TRAINER

This is a course that empowers the trainer to convey information in a more effective and successful way. It also helps the trainer to present the course according to the specifications of SAQA (South African Qualifications Authority).

- Self-analysis
- Elements for effective communication
- Methods and techniques for training
- Deciding on a course outline
- Writing outcomes
- Alignment between outcome, assessment and delivery
- Combining skills, theory and application
- Developing lesson plans and assessments
- Handling conflict
- Audio-visual aids