

## Certificate in Training Practice

### A Flexible Training Option for Forward Looking Trainers

This ten day programme of tutorials has been specially designed to meet the needs of someone new to training, or someone who has recently been assigned to deliver training in addition to their normal work activities.

Cullen Scholefield has been developing trainers since 1986; this is part of our core business. We are approved by the Chartered Institute of Personnel and Development (CIPD) to offer the Certificate in Training Practice (CTP) in this flexible format.

Our approach is flexible. The ten tutorials are planned over a period of twelve months. The date for Tutorial One is set, but subsequent tutorial dates are decided by the group. To complete the CTP programme, candidates must pass two written assignments and two practical assessments, complete five workbooks with incorporated assignments, and deliver a work based project based on learning and development.

#### The programme offers the candidates the following benefits:

- Only ten days away from work - you plan the dates to meet your requirements;
- Personal tutor support for an 18 month period - this includes telephone and eMail support
- No formal entry qualifications needed
- High tutor : delegate ratio - group numbers are 12 maximum and we work on the principle of 1:6 for practical assessments
- No examinations - plus you will receive regular assessments and feedback

#### Your organisation will benefit as you will:

- Only be away from work for ten days
- Undertake a project that will be of direct benefit to your organisation in terms of learning and development
- Become confident and proficient in your training role
- Have access to training experts during your 18 months of tutor support

#### Programme Content

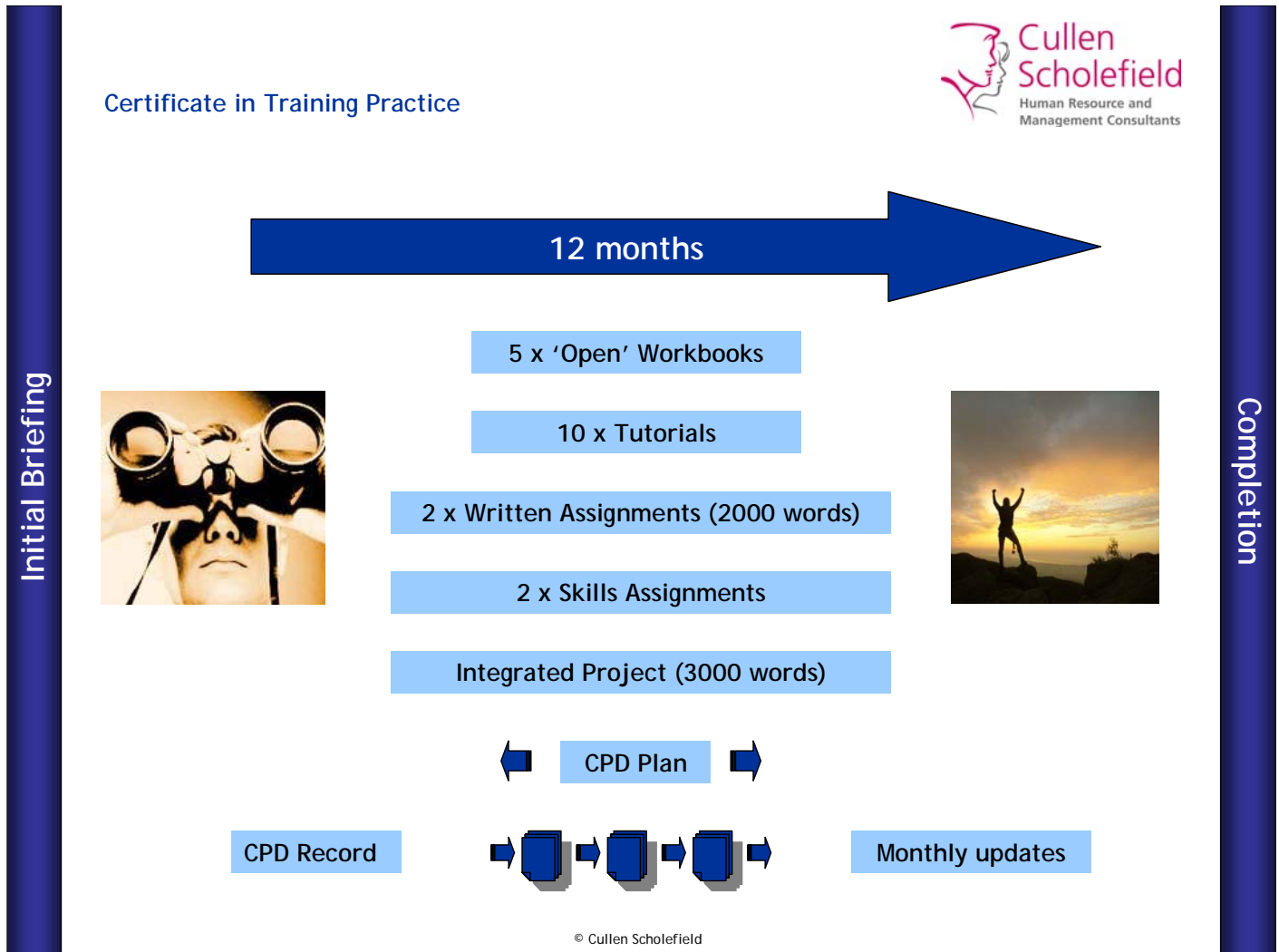
- Workbooks are designed for self study and contain information relevant to your CTP study as well as assignments that enable you to learn in the context of your work environment
- The two written assignments focus on key learning and development themes, which you relate to your own organisation thus providing you with a measure of best practice
- The two skills assignments involve delivering training to your fellow candidates using different training techniques, which build your proficiency, confidence and flexibility as a trainer
- The integrated project ties it all together - focusing on a key learning and development need of your organisation such as Training Needs Analysis, Programme Design, Programme Delivery or Training Evaluation

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- You are expected to maintain documented evidence of your Continuous Professional Development (CPD) in the form of a CPD Plan and Record

CIPD Membership - completion of the CTP will give you Associate Membership of the CIPD, the first step towards Chartered Membership

## Programme Overview



## Tutorials

A brief outline for the tutorials is covered as follows. The programme is highly participative and delegates are given every opportunity to develop their knowledge and skills. This is achieved by receiving feedback from their peers during practical activities and the expert feedback and support received from our highly skilled tutors.

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## Tutorial Day One

- Introduction to programme, methods, content, assignments and integrated project
- The training cycle
- Role and responsibilities of trainers
- Managing and developing own performance

## Tutorial Day Two

- Training Needs Analysis
- Feedback skills
- Discussion group handling
- Government initiatives and national debates

## Tutorial Day Three

- Learning styles
- Setting training objectives
- Task analysis and designing training 1-1
- Training methods

## Tutorial Day Four

- Delivery of one-to-one training
- Choosing training methods
- Posing questions and handling responses
- Training materials

## Tutorial Day Five

- Identifying own training style
- Planning a group interactive training session
- Session plan
- Gaining delegate interest
- Handling difficult delegates

## Tutorial Day Six

- Practice delivery of Skills Assignment One
- Training evaluation - different methods

## Tutorial Day Seven

- Skills Assignment One delivery

## Tutorial Day Eight

- Trainer input to assessment and development centres
- Feedback using Rackham's indicators
- Practice delivery for Skills Assignment Two

## Tutorial Day Nine

- Skills Assignment Two delivery
- Presentation skills - preparation for integrated project delivery at Tutorial 10

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## Tutorial Day Ten

- Presentation of integrated project to a panel
- Future actions - one-to-one
- Programme review and feedback

## Workbooks and Topics

### Workbook One

#### Training in Context

- Training and Development in organisations
- The Training Cycle
- Role and responsibilities of the trainer and the training function
- National debates in Human Resource development

### Workbook Two

#### Identification of Training Needs

- Identifying training and development needs - where does it start?
- Identification of training needs from the strategic perspective
- Identifying organisational training needs
- Departmental and individual training needs

### Workbook Three

#### Planning and Design

- Planning training
- Principles of learning
- Design of training
- Training objectives
- Training methods

### Workbook Four

#### Delivery of Training

- Preparing to deliver
- Delivering different types of training event
- Question techniques
- Managing learners

### Workbook Five

#### Evaluation

- Why do we evaluate?
- Processes for evaluating training
- A simple model and case study
- Analysis techniques, administration
- Evaluation and equal Opportunities

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## Quotes from some of our clients.....

"Personally I gained a lot of confidence undertaking the course. Also, I am now able to see the fuller picture of issues at work. It's given me a greater understanding of the training cycle and the topics surrounding it so I can more usefully contribute in my working environment."

"I feel I have improved as a trainer, both in my practical skills and theoretical knowledge."

"It is an ideal basis for a career ... the workload is ample, and the support provided by Cullen Scholefield has been invaluable. I would recommend Cullen Scholefield courses to anyone, they understand how to break the work load and course content down into manageable and digestible chunks."

"I enjoyed the learning environment. The small class was comfortable. We had good discussions and found the environment quite encouraging. The course material was presented well and covered all learning styles."

"It was very good to have a mixed group, because no one worked in the same industries and it was a great opportunity to learn new best practices."

"The practical assignments gave me the opportunity to practice my presentation skills, which really improved my confidence in this area."

"The programme gave me more recognition at work and more responsibility. I feel that I have more confidence and experience."

"This course has proved to be one of my better decisions career wise! All the work was highly relevant to my job .... the tutorials and tutor were fantastic! It was hard work but worth it, and is hasn't put me off future courses as I have already decided to continue my studies with Cullen Scholefield at the end of the year."

"The content of the course was excellent and so was our tutor!"

"I really enjoyed the tutorial and got on very well with my group. I got prompt response when I handed in my workbooks which gave me the motivation to carry on."

"I have found this course invaluable. The support at tutorials is vital to the success of the programme."

"A great course delivered well, I really enjoyed the practical elements."

"I found the tutorial session interesting and interactive, so by the end of the first session, I felt comfortable with the other people on the course and I am looking forward to the next session. I felt the tutor explained everything clearly and I would not be worried about making contact with her outside the session if I became stuck on anything."

"I couldn't single out the best aspect to be honest; it has all been useful and relevant."

"The Tutor was excellent; the group was really supportive and has become great friends. The content of the course was very relevant and I have also grown in confidence."

"I liked the fact that the group was small [6 in total] which gave us more time with the tutor. We also bonded very well as a small group and never felt intimidated to speak."

"Both my knowledge and my confidence have increased hugely."

"A way of studying that's perfect for the working-mum!"

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“The pace and clarity of the tutorial was excellent with plenty of encouragement to participate and get involved.”

“An extremely enjoyable session yesterday with Les. Pace, content, interaction, tutor knowledge was all spot on! Looking forward to more top tips and cracking on with the course.”

“Once again another interesting and useful tutorial. I never 'clock watch' on these tutorials which is a big plus in my books!”

### Some Commonly asked questions...

#### “What’s in it for me?”

You will receive a recognised qualification and associate membership to the Chartered Institute of Personnel and Development. You will meet people from a wide range of organisations, which encourages a stimulating exchange of ideas. A typical programme consists of a maximum of 12 people who have typically been working in a personnel role. Our experience has shown that a good team spirit develops within these groups, and that this facilitates invaluable peer and tutor support. The tutor: delegate ratio is high for the practical session where the ratio is 1: 6 delegates.

#### “How does the Certificate in Training Practice fit with NVQs?”

The CTP or the Level Three Learning and Development NVQ will give you associate membership of the CIPD. You can then progress to the Level Four Learning and Development NVQ which provides exemption from one elective or if your work role permits the Level Five which gives licentiate membership of CIPD, and one of the four fields of the professional standards.

#### “My company won’t pay for me, is there anywhere else I can get funding?”

If you are self-funding it might be worth looking for advice from the Direct Gov helpline. You can get free, impartial advice. You can call an adviser on 0800 585 505 or visit [www.direct.gov.uk](http://www.direct.gov.uk) for all the necessary information.

We are also an approved centre for ReAct funding if you are located in Wales.

### Other CIPD qualifications offered by us:

- Certificate in Personnel Practice
- Certificate in Employment Relations, Law and Practice - coming soon!
- Learning & Development NVQ Level 4
- Learning & Development NVQ Level 5
- Management NVQ Level 3
- Management NVQ Level 4
- Management NVQ Level 5
- Personnel NVQ Level 4
- Personnel NVQ Level 5
- Professional Assessment of Competence - Executive and Fast Track Routes