



CTP
Certified Training Professional

PROSPECTUS



QAI AWARD

Programme Description

Designed to equip you with the knowledge and practical skills essential to the training profession, the CTP 'Train the Trainer' programme is delivered in two modules through a combination of guided tuition, peer learning, practical activities and self study.

You will learn how to best identify client needs, how to successfully plan and deliver training based on a needs analysis, and how to evaluate the success of your training intervention.

Who should attend?

Whether you are an experienced trainer, responsible for design, planning, and delivery of training in the workplace, or interested in pursuing a career in training, the CTP programme will help you take your professional development to the next level.

Assessment

Your tutor will offer feedback and support both during and after the course and as you prepare your portfolio.

Deliverables include:

- Assignments
- Case Studies
- Skills demonstration
- Learner record



Awards

Successful completion of both modules of the CTP Programme is required to gain the:

- Certified Training Professional Qualification
- QQI Level 6 Special Purpose Award in Training and Development (6S3372)

CTP Programme Delivery and Timeline



7 X

Classroom Days

Candidates will attend one Saturday per week for seven weeks.



250 X

Self-Study Hours

Candidates are expected to pursue up to 250 hours of self directed learning



1 X

Portfolio

Candidates will produce an assignment portfolio as evidence of their training.

CTP Syllabus - What you will learn

Knowing the Organisation

- How to recognise the impact of an organisation's structure and culture on training needs.
- Learn how you can identify and overcome barriers to learning in an organisation.

Making the Case

- How to make the business case for training and development at all levels.
- Outlining the benefits of a Training Needs Analysis (TNA).

Performing the TNA

- Develop a TNA based on Instructional System Design (ISD) models.
- Devise a training plan based on prioritised training needs to include a cost-benefit analysis.

Creating the Programme

- Integrating motivation theories, learning objectives and Instructional Systems Design (ISD).
- Creating a training programme, incorporating design factors and adult learning principles

Selecting Your Tools

- Selecting the appropriate evaluation techniques and monitoring tools to be used.
- Learn to outline the delivery concepts of training programmes.

Delivery and Feedback

- Delivering the right training content and materials through a range of training aids.
- How to provide constructive feedback to your course participants.

Measuring Success

- Devising the training evaluation process; including stakeholders, feedback and challenges.
- Determining whether training needs were fulfilled and identifying further training needs.

Evaluation and Reporting

- Presenting your evaluation report and recognised areas of success.
- Analysing your performance as a trainer.

Benefits

For Trainers

- Learn how to design, develop, plan, organise, deliver and evaluate training programmes
- Earn the QQI Level 6 Special Purpose Award in Training and wwwDevelopment (6S3372)
- Gain formal recognition and certification for your training experience and skills
- Gain control of and confidence about your future



For Organisations

- Distinguish your training design and delivery services from competitors
- Design appropriate training for staff that achieves organisational effectiveness
- Benchmark trainers' performance and standardise expertise in your
- Enhance staff motivation through recognition of professional development and certification

Take the next step with CTP Today

Contact us today for more information on how to further your career with the CTP Programme from ICS Skills,
‘Ireland's most comprehensive Train the Trainer Programme’






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