



# QQI Training Delivery and Evaluation

4 Days Classroom or Virtual Training

Practical Skills & Confidence

QQI Level 6 Certification, code: 6N3326



classroom



in-company for  
teams



live virtual



# Contents

---

About this course	3
Training objectives	5
How do you want to learn?	6
Classroom	7
Virtual	8
In-company	9
Course content	10
About this certification	12
“How do I get certified?”	14
Progression options	15
3 ways to get started	16
About Us	17

# About This Course

---

## A strong start to your career in training

QQI Training Delivery and Evaluation is essential for anyone who wants to gain knowledge and insight into professional training delivery skills and evaluation techniques. 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 classroom or live virtual workshop, you will gain valuable, practical experience delivering mock training sessions. You'll receive helpful feedback from our experienced trainers along with guidance and support for your assessment work.

Whether you are already working as a trainer or would like to begin delivering training, this course will be extremely beneficial for you.







## About This Course

---

- This is a workshop-style course, combining practical and theoretical learning. It takes place over 4 consecutive days.
- No previous training is required for those attending, although a basic knowledge of working with computers is needed for your assessment work.
- You will find a welcoming atmosphere on every course we run. Our trainers will put you at ease from the start, enabling you to relax and get the most from your training.
- Our course format combines a mix of personalities and perspectives. This creates a great opportunity for enriched learning through discussion, questions, and feedback.
- To achieve the QQI Certification, you must successfully complete self-directed learning and assessment work in the 8 weeks following your course. We give you guidance and a detailed brief for this work.

# Training Objectives

---

- ✓ **Discover and develop your own training style**

Throughout the practical and theoretical learning of this programme, you will begin to build a sense of your own unique approach to delivering training.

This is a very important element for delivering high-impact, successful training.

- ✓ **Gain a structured, effective approach to planning training**

We show you how to get the right timing for your training sessions and map out your delivery and materials.

- ✓ **Learn and develop confidence with training delivery skills**

The term “delivery skills” encompasses such a broad scope of abilities required by trainers in all sectors.

As part of this course, you’ll cover a diverse range of skills to enhance your ability to deliver engaging training.

- ✓ **Understand and be able to apply models of evaluation to your training sessions**

Evaluation is an important element of training, both for you as a trainer and for your trainees. The “evaluation” element of this course covers widely-utilised evaluation models such as Kirkpatrick’s Model of Evaluation.

- ✓ **Be prepared to complete your assessment work and achieve your QQI Certification**

Further self-directed learning and assessment work is required to achieve your QQI Certification in Training Delivery and Evaluation.

During the course, your trainer will provide you with a detailed assessment brief, and guidance on how to approach your assessment work.

# How do you want to learn?



## Classroom Training

Attend in-person training with our expert trainers.

[Learn More](#)



## Virtual Training

Enjoy all the benefits of classroom training while connecting from home.

[Learn More](#)



## In-Company Training

Tailored training for your team, delivered in-person or virtually.

[Learn More](#)

# Classroom Training

---

Our classroom training in Dublin provides you with a highly intensive learning approach to Training Delivery and Evaluation.

## You'll Gain:

- ✓ **Practical Training Delivery Skills:** Work on your training delivery skills and develop your confidence as a trainer.
- ✓ **Respected QQI Certification:** Add credibility to the skills you get during this course with a respected QQI Level 6 Certification.
- ✓ **Best Practice Techniques:** Become familiar with tested and proven methods of delivering and evaluating the effectiveness of training programmes.
- ✓ **Evaluation Methods:** Understand the importance of training evaluation and become familiar with a range of evaluation models.



## Why Classroom?

- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment.
- ✓ **Delivered by Experts** - Our classroom training gives you access to our expert trainers. You'll benefit from the opportunity to ask questions and receive advice from your trainer.
- ✓ **Support Materials** - In addition to your classroom training experience, you'll gain access to online support materials (slides, reference materials, QQI assessment guidelines).



At present, most of our Train the Trainer courses will take place as live virtual training. You can gain all of the benefits of classroom training through virtual training.

**Read more and reserve your place on the following page.**

# Live Virtual Training

---

Virtual training enables you to connect to live, trainer-led sessions from wherever you are.

It's easy to connect and you'll gain the benefits of a classroom style of training while enjoying the convenience of learning at home. Our virtual training dates are available for anyone to attend.

## How Virtual Training Works

Once you confirm your place on one of our upcoming virtual training dates, we'll send you the information and link you need to join the training.

To connect with our live training, you'll need a steady internet connection and a device with a web-camera, speakers, & microphone. Most home internet connections work perfectly for virtual training. These days, almost all smartphones, computers, and tablets have built-in web cameras, speakers, and microphones.

Our training consultants will advise you on how to get connected. It's an easy, user-friendly process.



## Why Virtual?

- ✓ **Learn from Home** - This is an ideal solution for anyone who works from home. You can connect with real-time training sessions from wherever you're currently based.
- ✓ **Delivered by Experts** - By choosing our live virtual training, you'll learn from subject matter experts. You'll also benefit from the ability to ask questions and gain advice from our trainers.
- ✓ **Group Training** - This style of training enables you to interact virtually with your fellow trainees. Via our online platform, you'll be able to take part in group discussions and exercises without leaving home.
- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment. Live, trainer-led virtual training also provides this high-impact format.

[Reserve My Place](#)



# In-Company Training

---

We run this Training Delivery and Evaluation Course for in-company (sometimes called “in-house” or “on-site”) training.

This means that we deliver training exclusively to your team on a date you choose.

There are many benefits to choosing an in-house style of delivery.

## How In-Company Training Works

When you get in touch with us about in-company training - either by phone or by requesting a quotation using the button on this page - our expert training consultants will work with you to find the best training solution for your needs.

We will create a programme that addresses the issues and goals at the top of your list, and choose a training delivery method and dates that suits you best.



## Why In-Company?

- ✔ **Tailored for Your Team** - Although the Training Delivery and Evaluation course syllabus must be adhered to, we can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery relevant to your team.
- ✔ **You Choose the Delivery Style** - We can deliver this training as an in-person, classroom style course (where we come to your location), or by live, virtual training.
- ✔ **Flexibility** - In-company training gives you the ability to schedule training at a time that works best for your schedule. It removes the inconvenience of having to take someone out of their role for training at a busy time.

[Get a Quote](#)

# Course Content

---

## ① Concepts & Theories

- How adults learn
- Adult learning styles
- Motivation in training
- Evaluation models to assess the effectiveness of your training

## ② Planning to Succeed

### Factors impacting upon the effectiveness of training:

- Trainer competencies
- Trainer style and self-presentation
- Training environment

- Group dynamics and engagement
- Learning methodologies

### Legislative Awareness

- Legislation and its impact on training

## ③ Delivering Engaging Training

- Balanced time planning of material
- Presentation skills
- Effective explanation of material
- Developing confidence and overcoming nerves
- Questioning and listening techniques

- Body language and its importance in training delivery
- Providing effective feedback
- Creating opportunities for participation
- Dealing with challenging behaviours and difficult situations
- Effective use of visual aids
- Developing relevant and informative handouts

**Continued on next page...**

# Course Content

---

## ④ Evaluation of Training

- The importance of evaluating training
- Models of evaluation including Kirkpatrick's 4 Levels of Evaluation
- Devising a range of evaluation approaches
- Determining the effectiveness of training for all stakeholders
- Challenges presented in evaluation
- Providing written and verbal feedback to trainees
- Self-reflection and personal improvement planning



**Ready to Go?**

**Reserve A Place**

**Ask A Quick Question**



# About This Certification

---

## What is QQI?

QQI (Quality and Qualifications Ireland) is responsible for the development and review of the National Framework of Qualifications (NFQ).

QQI was established to combine the standalone agencies of FETAC, HETAC and NQAI. This means that awards previously offered as FETAC Level 6 have been revised, redesigned, and are now QQI Level 6 awards.

## Award type and credit value for this course

Training Delivery and 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.

**More About Train the Trainer**



# Important Information About Your Certification

---

- Successfully completing this course and its assessment work leads to a **QQI Level 6 certification**. QQI (Quality and Qualifications Ireland) is responsible for the development and review of the **National Framework of Qualifications (NFQ)**.
- In order to be eligible to achieve QQI Certification, you must have - and provide us with - a **valid Irish PPSN** (Personal Public Service Number).
- If you are a UK citizen with a **valid NIN** (UK PPSN equivalent) you are eligible to apply for a QQI award. Other EU citizens are not eligible to apply for a QQI award (unless they are already in possession of a valid Irish PPSN or UK NIN).
- QQI require that all grades being submitted for certification include the following **personal information**:
  - ✓ Full Name
  - ✓ Date of birth
  - ✓ PPSN
  - ✓ Gender
- This means that **we are required to collect this information** from you when you submit your assessment work.
- This information is collected solely for the purpose outlined above and is stored **securely** on-site at our offices in Dublin. You can view our **Privacy Policy** by [clicking here](#).



## Ask Us A Question

If you have any questions about QQI Certification, you can reach us at Freephone 1800 910 810, or click below to "Ask A Quick Question" online.

We'll respond with the information you need.

**Ask A Quick Question**

# “How Do I Get Certified?”

---



# Progression Options

QQI Training Delivery and Evaluation is one of the most popular courses we run, both for public and in-company bookings. It is a must for anyone who wants to deliver effective training in any environment.

Another reason for its popularity is the option to further develop your training portfolio with the QQI Training Needs Identification and Design course and certification.

Training Needs Identification and Design focuses on identifying exactly what is required for a training module or programme, and designing content that best-aligns with these requirements.

## QQI Special Purpose Award in Training and Development

If you successfully complete both Training Delivery and Evaluation and Training Needs Identification and Design, along with their associated assessments, you will automatically gain the QQI Special Purpose Award in Training and Development. We recommend working towards this full award if you are serious about a career in professional training.



[Learn More](#)

## 3 Ways to Get Started

---



### Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri, 9.00am - 5.00pm).

We will be happy to answer any questions, advise on the best option for your Train The Trainer Course or book a place for you on an upcoming date.

**Freephone 1800 910 810**



### Reserve a Virtual Place

Using the button below, you can view and select upcoming dates to reserve your provisional place on an upcoming Training Delivery & Evaluation course.

We will get in touch with course details, to answer any questions you may have, and to confirm your place.

**Reserve a Place**



### Get a Quote

Click the button below to request a tailored quotation for your company's Train the Trainer course.

We will be in touch with a detailed quotation fitting your team's requirements.

**Get a Quote**



# About Us

---

## Professional Development - 34 Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 34 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, it service management, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential

## Stay Connected

---



### Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.



### Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.



### Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.



### Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.

# Contact Us

---

## Head Office

Suite 11, Plaza 256,  
Blanchardstown Corporate Park 2,  
Ballycoolin, Dublin 15, D15 T934

Freephone 1800 910 810

Dublin 01 861 0700

[ask-us@professionaldevelopment.ie](mailto:ask-us@professionaldevelopment.ie)

[www.professionaldevelopment.ie](http://www.professionaldevelopment.ie)

**Contact Us**

