



HR MANAGEMENT



LEARNING AND DEVELOPMENT FACILITATOR

220319



010 085 0918



www.zoneups.com



405 Cliff Ave, Waterkloofridge, Pretoria



BOOK NOW



2 Days Course



Classroom & Online Training



Certificate of Attendance

ABOUT THIS COURSE

The Learning and Development Facilitator programmer is designed to equip learners with the knowledge, skills, and practical competencies required to effectively facilitate learning within an occupational environment. This accredited skills programmer focuses on developing individuals who can plan, prepare, and deliver structured training interventions that meet organizational and learner needs.

The course is aligned to the Quality Council for Trades and Occupations (QCTO) and supports skills development within organizations at national, regional, and local levels. It forms part of the broader Training and Development Practitioner qualification and provides learners with a strong foundation in workplace-based learning and facilitation.

Participants will gain the ability to plan learning sessions, select and adapt appropriate learning resources, and apply adult learning principles to ensure effective knowledge transfer. The programmer also emphasizes the use of different training methodologies, communication techniques, and facilitation strategies to engage learners and accommodate different learning styles.



Target Audience

- Administrators
- Assistants
- Officers
- Practitioners
- Clerks
- Payroll
- Owners
- Supervisors
- Beginners

PRICE

CLASSROOM: Requests a Quote

ONLINE TRAINING :

Requests a Quote

(Includes snacks and beverages –
only applicable to classroom
bookings)

DAY ONE

OVERVIEW

SMART ZONE

FOUNDATIONS OF LEARNING & DEVELOPMENT

- Understanding the learning and development environment within organisations
- Overview of workplace skills development and its importance
- Introduction to adult learning principles and how adults learn differently
- Identifying learner needs, expectations, and learning styles

PLANNING LEARNING INTERVENTIONS

- Planning effective learning sessions in an occupational context
- Aligning training with organisational goals and learner outcomes
- Preparing learning objectives and outcomes
- Organising resources, materials, and logistics for training

PREPARATION FOR FACILITATION

- Selecting and adapting learning materials and resources
- Structuring a learning session for maximum impact
- Creating a safe and supportive learning environment
- Managing time and session flow effectively

UNDERSTANDING LEARNERS

- Recognising prior learning and experience
- Identifying and addressing barriers to learning
- Supporting different learning styles and needs

DAY TWO

OVERVIEW

SMART ZONE

FACILITATION TECHNIQUES

- Applying different facilitation methods and training techniques
- Using interactive learning approaches
- Encouraging participation and engagement
- Adapting facilitation style to different audiences

DELIVERING LEARNING SESSIONS

- Conducting structured and effective training sessions
- Communicating clearly and confidently
- Using visual aids and learning tools effectively
- Managing time and session flow

MANAGING LEARNER DYNAMICS

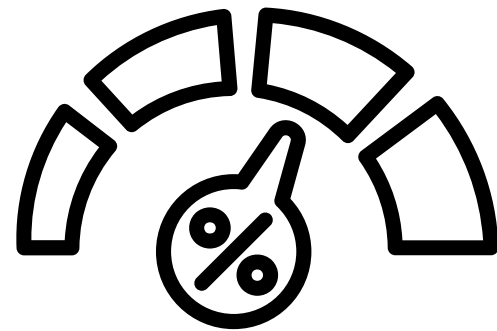
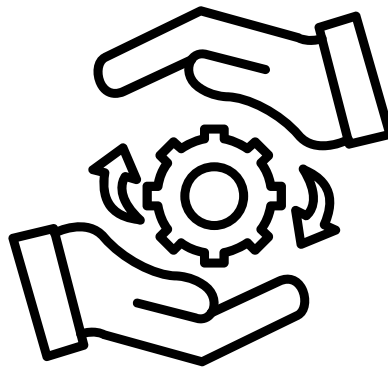
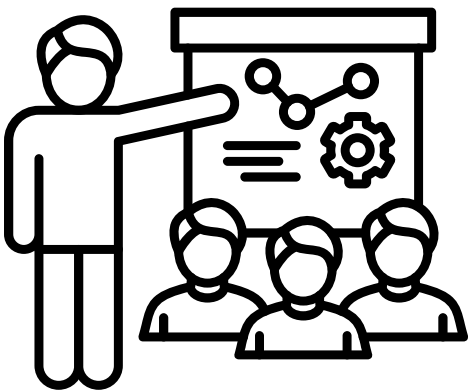
- Handling group behaviour and participation
- Managing difficult learners and situations
- Maintaining a positive and inclusive learning environment

MONITORING & EVALUATION

- Measuring learner progress and understanding
- Providing constructive feedback
- Adjusting delivery based on learner needs

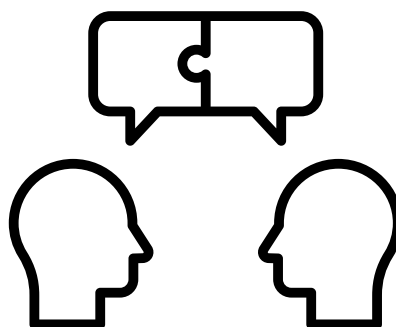
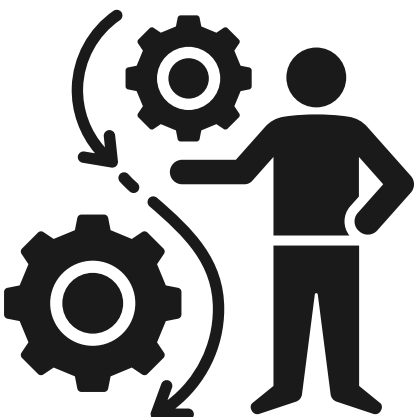
FEATURES OF THIS COURSE

- CTO-aligned accredited skills programme
- NQF Level 5 with 36 credits
- Practical facilitation and training delivery skills
- Covers both theory and real workplace application
- Focus on adult learning principles and methodologies
- Hands-on learning with case studies and activities
- Includes planning, preparation, and delivery of training



BENEFITS OF THIS SHORT COURSE

- Gain confidence in facilitating training sessions
- Improve communication and presentation skills
- Enhance career opportunities in training and HR
- Develop professional facilitation competencies
- Learn to manage learners and group dynamics effectively
- Improve training quality within your organisation
- Support organisational skills development initiatives





SIGN UP NOW

SIGN UP NOW AND SECURE YOUR PLACE

1. Register Online- www.zoneups.com
2. Select the training you prefer and the date you would like to attend.
3. Fill in the registration form.
4. Choose your payment method and finalize the booking.

Request a Quotation

Accreditation



*South African
Institute Of
Occupational Safety
And Health*



Services SETA



Fasset

Make the future count



ETDP-SETA



QCTO