

Course Agenda

Facilitating Face-to-Face Learning

Module	Title and Sub-topics	Day
Module 1	Course introduction	1
Module 2	Preparing the environment - Understanding audience needs - Applying the foundations of learning - Creating the learning environment	
Module 3	Conveying information - The learning cycle - Introducing training - Delivering training - Giving feedback - Concluding training	2
Module 4	Managing the class - Managing disruptive learner behaviours - Managing time Working with equipment	3
Module 5	Applying your learning Practice presentations with feedback	4
Module 6	Course conclusion	
Trainer Certification	IFC-LPI Trainer Certification based on TPMA Distinction Criteria	5