

Instructor Skills for the Food Industry (Also known as Train the Trainer)

A two-day training programme, delivered online, that give in-company trainers in the food and drink sector the key skills in developing and delivering training courses.

Who Should Attend?

- HR Personnel
- QA personnel responsible for delivering induction training
- Personnel responsible for delivering training modules to production operatives
- Team Leader of any department

Trainer:

SQT Training – They have significant experience across a wide range of industries, including the Food and Drink sector.

Learning Objectives

- Participants achieve the following learning outcomes from the programme;
- Be competent to carry out a training needs analysis to identify the training needs of relevant staff
- Be able to develop training plans / lessons for F.B.O. staff
- Know how to prepare and design a training programme to meet the training needs identified
- Know the appropriate visual aids to be used to impart the required knowledge
- Understand how people learn, Active Vs Passive Learning
- Know how to create the correct learning environment to make learning more effective and help your learner remember more
- Establish competency evaluation methods to assess the return on investment in training
- Acquire the presentation skills necessary to become confident and competent in delivering training programmes

English Language Competency

For applicants whose first language is not English, SQT recommends a minimum English language competency of IELTS 6.0 (or equivalent) for successful completion of this programme. It is important to note that learners are not expected to have an IELTS or

equivalent examination complete. Potential delegates are expected to [self-assess](#) their English language competency against the IELTS Band scores which can be found in [this](#) document.

Programme Content

- Introduction:
 - Tutor
 - Delegate
- Outline why Food Safety / Health & Safety Training is important to their food business
- Fear of Presenting
- What is Training?
- How People Learn
- Systematic Training Cycle
- Step 1 – Identify the Training Need
- Step 2 – Planning the Training Programme
- Training Methods
- Visual Aids
- Step 3 – Delivered the Planned Training
- Lesson Plan
- Learning Environment
- Structure of Presentation – Beginning, Middle & End
- Delivery and Communication / Presentation Skills
 - Eye contact, Body Posture / Voice
 - Handling questions
- Feedback
- Step 4 – Evaluation and Assessment
 - Techniques
 - Follow-up
- Workshop
Each individual to use techniques / knowledge acquired to design / plan and deliver a training session
- Course Review / Evaluation

Presentation

Please note that delegates will be required to make a 10-minute presentation on day 2 of the programme which focuses on Training Skills acquired on day 1. Delegates may wish to bring their own laptop presentations.

Course Manual

- Delegates will receive a very comprehensive course manual.

Price:

Programme available as open course or delivered in-company

- **Open Course - €350 per participant**
 - Non-members - €550 per participant
- **In-company - €2,700 per company**
 - Non-members - €3,350 per company

To book your place, or for more information, contact Karen Treacy on (01) 6051719 or karen.treacy@ibec.ie