BRITISH INSTITUTE
FOR LEARNING &
DEVELOPMENT

Be Excellent.
Be Recognised.

Delivering Training

to best-practice standards

"The quality was evident throughout and allowed me to vary the pace of learning around my other commitments. The content was engaging and challenging in equal measure; I can immediately implement the new skills that I've developed.".

Jack Lockhart
August 2016

5 online
self-paced modules

BRITISH INSTITUTE
FOR LEARNING &
DEVELOPMENT

This is to certify

Sam Smith

has achieved

DELIVERING TRAINING
TO BEST-PRACTICE
STANDARDS

Chair, BILD

1 September 2016
Issue date

30 September 2019
Expiry date

Overview

This course gives trainers the tools and techniques to enhance their current skills. As well as examining delivery style, delegates will also be introduced to strategies that will help to ensure that knowledge and/or skills are transferred in an interactive and meaningful way.

The course is designed to be self-paced, whilst the modular approach it takes means that there are lots of opportunities to receive regular feedback and guidance from tutors before submitting the final piece of work for assessment.

Benefits

To the delegate

- ➲ Learn how to effectively transfer learning rather than present information
- ➲ Learn how to structure a training session that checks learning has taken place
- ➲ Learn how to interact with a group of learners and keep them engaged
- ➲ Receive objective feedback on training delivery style
- ➲ Achieve a respected professional qualification in training delivery

To the organisation

- ➲ A skilled, learner-focused trainer who can deliver formal training that is engaging to each student
- ➲ Improved effectiveness of formal training events and of learning transferred to the workplace
- ➲ Consistent learning experiences, delivered to best-practice methodologies
- ➲ Reduced time away from work and its attendant impact on the business

Who is it for?

Trainers with all levels of previous experience, who wish to create an interactive learning environment within a structured framework

Course objectives and assessment

To achieve the course objective, delegates upload a recording of their 20-minute session to YouTube, which will be formally assessed against the British Institute's Standards for Style, Activity and Structure.

Course programme

What you'll do

This comprises five online, self-paced sessions. Delegates need to allow 2-3 hours of study per module and to complete all sessions, including required activities and adjustments based on feedback.

➲ **Module 1:** Read about the Principles of Adult Learning and Learning Objectives. Watch a video, outlining the elements that objectives contain before you complete a recap quiz and upload your proposed objective for feedback.

➲ **Module 2:** Complete an online activity, after reading about Training Session Structure. Upload the introduction of your proposed training session for feedback.

➲ **Module 3:** Read about training delivery style. Support what you learn about balancing your delivery by listening to an interview of an experienced trainer. Complete a practice activity and critique an exemplar session and upload your observations and self-reflection for feedback.

➲ **Module 4:** Listen to a trainer being interviewed about effective question techniques. Consider the benefits of planning your training sessions. Upload your training plan and memory aid for feedback.

➲ **Module 5:** Practise and record your introduction, including all of the assessment categories covered in previous modules. Upload the recording to YouTube for feedback.

➲ **Assessment.** Deliver and record your complete session, covering all of the assessment categories. Upload the recording to YouTube for feedback.

The British Institute for Learning and Development Standards

This course delivers a competency set aligned to the relevant L&D Standards published
by the British Institute for Learning & Development:

➲ Determine the content including aims and outcomes with key and detailed learning points (BILD 1.7)

➲ Plan for objective evidence-driven assessment in line with organisational outcomes (BILD 2.4.1)

➲ Plan the support resources or suite of resources for the need (BILD 2.4.2)

➲ Develop resources to support learners (BILD 2.4.3)

➲ Select appropriate delivery methods and media building in social contexts (BILD 2.4.4)

➲ Design learning activities and resources to optimise learning effectiveness (BILD 2.4.5)

➲ Design strategies to engage learners (BILD 2.4.6)

➲ Prepare for a learning even (BILD 3.1)

➲ Facilitate a structured learning event (BILD 3.2)

➲ Deliver sessions that are interactive by employing questioning skills (BILD 3.2.1)

➲ Facilitate the use of methods and media (BILD 3.2.2)

➲ Utilise aids to support the delivery of the intervention (BILD 3.2.3)

➲ Involve the learners in activities to encourage participation (BILD 3.2.4)

➲ Manage groups (BILD 3.2.5)

➲ Manager challenging behaviours/situations (BILD 3.2.6)

➲ Apply strategies to maintain progress towards the event's outcome (BILD 3.3)

➲ Support and encourage personal application to the job (BILD 5.3.2)

➲ Care for each individual, creating a sense of personal value (BILD 7.1)

➲ Display an authentic and genuine approach in which all parties feel they are honestly and fairly treated (BILD 7.2)

➲ Communicate openly to create an effective climate (BILD 7.4)

- Involve each learner in the learning process to encourage self-discovery and strengthen personal commitment to learning and application (BILD 7.5)

- Generate a positive emotional climate in which all parties are free to experiment and involve themselves in the experience (BILD 7.6)

- Take opportunities to develop self and others (BILD 7.7)

- Encourage people to find their own answers / solutions (BILD 7.8)

- Present a professional image (BILD 7.11)

- Exhibit and enthusiastic approach (BILD 7.12)

- Respect the time constraints of others during interactions (BILD 7.14)

- Establish and maintain credibility (BILD 7.15)

Certification

Certification follows assessment against best-practice L&D Standards, awarded by The British Institute for Learning & Development.

This course, along with The Theoretical Basis of Learning, makes up **The British Institute International Certificate in Training.** Upon completion, delegates may use the post-nominal letters BILD.cert and entitles them to **free** professional Institute membership for one year at Associate level (ABILD), unless already a member.
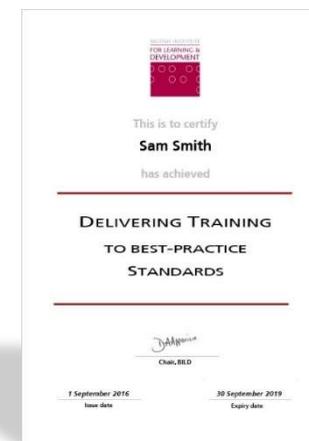
Next steps

The International Certificate in Training may be upgraded to **The British Institute International Diploma in Learning and Development** by completing three additional courses: Analysing Training Needs to best-practice Standards, Designing and Developing Training to best-practice standards and Developing Blended Learning programmes to best-practice Standards.

In three years' time, delegates will be invited to upload a new session for recertification against the British Institute Standards. Training delivery skills are prone to decay over time, so regular re-assessment is essential to ensure consistency and quality of performance.

Contact us

For further information, contact the British Institute's International Qualifications Support Team

Get in touch

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