



SKILLS
DEVELOPMENT
FACILITATOR
PROGRAMME

Programme

Outline

Programme

Topic

DAY 1

- Registration Administration
- Pre course Assessment
- Welcome
- Ground Rules
- Expectations

- **Skills development overview – a perspective (how the skills programmes hang together)**
- **The assessment process, (classroom and workplace) certification**
- Questions and answers

Session 1

Role of the SDF

- Formative exercises

Session 2 (US 1)

Promote a learning culture in an organisation

- Formative exercises

Topic

DAY 2

Session 3 (US 2)

Provide information and advice regarding skills development and related issues

- Formative exercises

Session 4 (US 3)

Develop an organisational training and development plan

- Formative exercises

Session 5 (US 4)

Co-ordinate planned training and development activities

- Formative exercises

	Topic	DAY 3
	<p><u>Session 6 (US 5)</u> Develop a quality management system for development</p> <ul style="list-style-type: none"> • Formative exercises <p><u>Session 7 (US 6)</u> Conduct skills development administration</p> <ul style="list-style-type: none"> • Formative exercises <p><u>Session 8</u> Portfolio of evidence / knowledge test administration</p> <p><u>Session 9</u></p> <ul style="list-style-type: none"> • Post-course assessment • Review pre-course expectations • Course evaluation • Issue certificates • Deal with questions <p>Closure</p>	