

BTC Training (Africa) (Pty) Ltd

1999/018931/07

P O BOX 136843, ALBERTON NORTH, 1456 Tel/Fax: (011) 869-1946 Cell: 082 414 4898
9A Tenth Avenue, ALBERTON NORTH. errol@btctraining.co.za
TRAINING CENTRE: 9 Pickers Place, 33 Second Avenue, Alberton North

Administration of Training and Development

NQF Level 4

Credits: 4

Unit standard:

7841 - Plan staff training and development in own area of responsibility.

Duration: 21 hours

Price on request. (Min 5 Max 20 delegates)

Target group: Persons involved with the training and development function within the organization. Human Resource, Personnel and Training Specialists and Practitioners.

Course outcome: Delegates will understand the principles of the Training and Development processes. They will be able to exercise and demonstrate training skills and techniques that will improve the morale and overall productivity in the organization.

Course contents:

- ❖ History.
- ❖ Legislation.
- ❖ Philosophy.
- ❖ Aims.
- ❖ Outcomes.
- ❖ Adult Learner.
- ❖ Training Process.
- ❖ Needs Analysis.
- ❖ Task Analysis.
- ❖ Develop Instruction Strategy.
- ❖ Implement Instruction Strategy.
- ❖ Training Aids.
- ❖ Demonstration Techniques.
- ❖ Questioning Techniques.
- ❖ Training Evaluation.
- ❖ Practical Exercises.

Support learning material



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- ❖ Supporting Video Presentation
- ❖ Supporting Documentation
- ❖ Case Studies
- ❖ Exercises

