

Description

This course is designed to ensure the training function becomes an integral part of the organisation. It will help you to assess your current position and help you to develop the necessary knowledge and skills to manage training programmes.

Key Topics

- ☒ Use e-learning systems and equipment
- ☒ Plan and facilitate sessions for on-site and online learning
- ☒ Communicate, support, assess and give feedback to learners
- ☒ Maintain relevant records and communicate with third parties.

You will learn:

- ☒ how to identify qualifications suitable for e-learning (on-site and online)
- ☒ how to use e-learning systems, Multimedia, relevant equipment and platforms
- ☒ how to plan, facilitate and assess e-learning sessions
 - use of ILT, ICT, IT and VLE (interactive systems, CD-ROM, presentation software, web conferencing, other media eg wireless devices etc
 - use of online and remote/distance learning via the internet or intranet (logging on to a public or private network) eg virtual classroom (see glossary)
 - planning asynchronous and synchronous learning
- ☒ how to communicate with learners
 - identify their learning needs and styles
 - through the use of ILT
 - prepare session plans for elearning
 - Provide ILT materials
 - Adapt learning materials for different groups
 - Minimising distractions
 - Promote the use of online communities (eg chatrooms)
 - Deciding suitable eLearning assessment methods
 - Designing suitable eLearning assessments
 - Constructive feedback
- ☒ the need to keep accurate records
 - track learner participation and achievement with the use of ILT
- ☒ liaison with third parties.
 - Quality assurance
 - Networking

Target Group

Training officers and managers, teachers and trainers from various sectors

Assessment

This programme will be assessed by: completion of practical activities to cover the evidence requirements and completion of knowledge questions.

Cost: \$ 35,000.00 (includes City and Guilds fees, Lunch and coffee break). Special Group rates are available.

Date:(See calendar)

Duration: 20 hours

For further information contact:

Caribbean Polytechnic Institute

6 Leinster Road (5)

Tel: 765-2471

e-mail: info@captech.edu.jm

Web; www.captech.edu.jm