

L&D Qualifications - Learning Plan and Record

Workshop Presenter, Trainer, Training Partner

For use by the Learning Partner to help keep track of the new Leader she is supporting.

Name of Leader

Start Date **Target Qualification Date**

Grey boxes show activities that need to be planned ahead or scheduled.

Purple boxes show activities that need to be completed at Courses / Workshops.

Crosshatched boxes show activities required for the Workshop Presenter qualification.

All activities are required for the Trainer qualification

6.1 Training and Facilitating Learning

Reading: WLDP Facilitation Guide Chapters 5, 6, and 7	Presenting with Pizazz training	Activity 1: Conduct two openings	Activity 2: Lead two icebreakers	Activity 3: Set up the training area
Activity 4: Discuss a training session plan	Activity 5: Evaluate two sessions	Activity 6: Facilitate four hours of training over at least two sessions	Activity 7: Make contact with 2 members of state L&D Team	Activity 8 : Facilitate additional four hours of training
Activity 9: Co-moderate a training webinar	Activity 10: Facilitate two sessions at LQ or MQ courses	Reflection		

6.2 Administering Workshops and Courses

Activity 1: Arrange to thank others	Activity 2: Complete attendance records	Activity 4: Select course or workshop resources, hand-outs etc	Activity 5: Work within a budget	Activity 6: Prepare program, allocate sessions
Activity 7: Arrange venue, accommodation and catering	Activity 8: Organise information for participants	Activity 9: Prepare course report / evaluation	Activity 10: Coordinate a Course	Reflection

6.3 Designing Learning

Reading: WLDP Facilitation Guide Chapter 3, Prepared to Learn, Prepared to Lead	Facilitation Skills training	Activity 1: Access GGA L&D intranet	Activity 2: Discuss learning design in practical skills session	Activity 3: Discuss learning design in knowledge or theory session
Activity 4: Develop a personal training resource	Activity 5: Plan and facilitate two 90 minute sessions	Activity 6: Research learning resources	Activity 7: Follow-up with participants	Reflection

Additional Requirements for Appointment as a Training Partner

Learning Partner Training	2 years' experience as a Guide Trainer	Reading: WLDP Facilitation Guide – Chapter 8 Coaching and Chapter 9 Mentoring
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