

Session	8. Where to from here?
Training course	Facilitation skills
Proposed length of session	15 min

Aim
To understand the next steps in gaining the L&D Trainer qualification
Learning Objectives
<p>After the session, participants will be able to:</p> <ul style="list-style-type: none"> ♣ Identify and communicate with their Training Partner ♣ Present their L&D passport for signoff of the Facilitation Skills training ♣ Add this training to their Learning Log ♣ Determine the further steps required in their Learning Plan to complete their L&D qualification

SESSION OUTLINE			
Time	Activities	Trainers Notes	Resources
5 min	<p>Explain the steps required in general terms to complete the L&D qualification. Encourage each trainee to complete their Learning Plan with their Training Partner, if not already done. Give out evaluation forms for the Facilitation Skills training just completed</p>	<ul style="list-style-type: none"> • Each trainee should have their printed L&D Passport with them, and be able to follow the steps in their own Passport. 	<ul style="list-style-type: none"> • Screen and projector, or individual L&D Passports • Evaluation forms
5 min	<p>Ensure training component of L&D passport is signed. Ensure trainees have a Learning Log in a format useful to them, and ideally have time to fill it in. Ensure each trainee has a Training Partner, and knows how to contact them.</p>	<ul style="list-style-type: none"> • Ideally this would be done prior to the end of the training, or by another trainer while the coordinator is speaking 	<ul style="list-style-type: none"> • Learning log • Training partner for each trainee if not already allocated
5 min	<p>Thank everybody for giving up their time and participating fully in the training</p>	<ul style="list-style-type: none"> • Include trainees and trainers, catering staff if relevant etc • Acknowledge the commitment and preparation required, and that this will be ongoing as a trainer 	<ul style="list-style-type: none"> • Gifts for staff if appropriate • Inspirational reading if desired