



## Brief course information.

### *Learning Needs Analysis Workshop*

Learn how to determine the training needs of individuals and groups in alignment with your organisational goals. Time will also be spent on determining some of the measurements that need to be put in place before training commences. These include organisational objectives, performance objectives and overall business goals. Without these it is impossible to quantify ROI at the end of the needed training. Optional assessment requiring some post course work for Unit Standards 7103 Level 4 and 7105.

*Note - this workshop can be combined with the Evaluation workshop*

### *Evaluating Training and HR Interventions ROI*

Learn how to evaluate a training session or HR intervention, or even evaluate a whole training programme that is made up of multiple modules or training sessions. You will learn about the data that must be collected and ways it should be analyzed. Metrics introduced in the LNA workshop will be discussed and analyzed. An optional post course assessment can be completed for Unit standards covered are 20469 Level 5 and/or 7098 Level 6

### *Learning's Not Optional - Building a Learning Culture*

Learning's not optional but who's accountable to make sure it occurs. Learn ways to promote a learning culture in your workplace that checks, maintains and enhances post course learning. You will develop diagnostic, self assessment, formative assessment, summative assessment and longitudinal assessment strategies you can take from the course and use at work. The facilitator has an article on the importance of building learning cultures in an Employment Today publication March/April 2011.

*Note - this workshop can be combined with the Design Assessments for NZQA workshop*

### *Design Assessments for NZQA Unit Standards*

Emphasis in this workshop is on developing summative assessments to check competency against NZQA unit standards or other prescribed workplace standards. Time will be spent on creating realistic assessments that integrate the needs of several unit standards in one assessment tool. You will explore the merits and flaws of multiple assessment documents while working on tools you can use with your training. The facilitator is recognised for her assessment design work through Ako Aotearoa's 2010 Good Practice Publications. A post course assessment for Unit Standard 11552 Level 5 is available.

## *Instructional Design and Delivers - Train the Trainer with optional National Cert' in Adult Education Level-4*

If you are involved in training adults, regardless of the type of training or the environment in which you train, this workshop will equip you with the skills and knowledge to really make learning happen. Tried and true adult learning theory is blended with the latest concepts and ideas to offer you a comprehensive yet concrete foundation to be a master trainer. Whether you are new to the training role or an experienced learning and development professional you will gain valuable insights that can easily be transferred to your role.

This four day workshop combines three days of interactive and engaging learning with one day of practical facilitation. You will leave the course having synthesised your own style into the demonstration of effective training.

If you are completing the National Certificate in Adult Education you will complete post cost work in an integrated assessment to cover the following unit standards: 7093, 7108, 7115, 19444, 7091, and 7097

## *Assessor Training NZQA Workshop*

You will learn a best practice approach to assessing in an NZQA environment whether you are a tutor or a workplace assessor. This workshop is well known as being one of the most enjoyable ways to learn the skill of high quality assessment. You will leave the course well grounded in the principles of valid and reliable assessment. The assessor trains assessors for multiple organisations and industry training groups. Unit Standards aligned with this course are 4098 Level 4, 11280 Level 4 and 18203 Level 4

*Note - this workshop can be combined with the Moderator workshop*

## *Moderator Training for NZQA Systems*

Quality assurance requirements for NZQA assessments are explored. This workshop allows you to work through pre and post assessment moderation activities as well as receiving insights into moderation requirements of standard setting bodies. You will be required to perform group moderation in the session and also complete moderation activities towards your own assessment. The facilitator is a moderator for an industry training organisation and also an external evaluator for NZQA. By the end of the session you will have completed Unit Standard 11551 Level 5

- All prices exclude GST
- \*Includes optional NZQA assessment/s - To achieve the NZQA Unit Standard/s aligned with this module you must complete a series of workplace tasks after the workshop.
- Auckland venue usually the Parnell Kingsgate Hotel, Wellington & Christchurch venues TBA

*To reserve your place* email: [helen@learnplus.ac.nz](mailto:helen@learnplus.ac.nz) or phone 0275 622 322