

Application Form

(Please complete all sections in block capitals and return with deposit €100)

Block Capitals

Name _____

Address: _____

Tel. No. _____

Mobile No. _____

E-mail: _____

Signed : _____

Date : _____

Please forward completed enquiry form together with deposit to:-

**Neil Dawn Associates,
Belleek Avenue,
Ballina,
County Mayo**

Contact Details

Catherine Mattimoe 086 8113426
Or
Anne Bain 086-3999710

Telephone: 096-73886

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declan@energentraining.com

Neil Dawn Associates
is a
FETAC
Registered Centre



Neil Dawn Associates
Belleek Avenue
Ballina
Co Mayo
Ireland



Neil Dawn Associates



**Training and
&
Coaching Skills**
FETAC – Level 6



**Commencing
Autumn 2008**

Course Details

If you wish to develop excellent Training and Coaching skills then this is the programme for you.

This programme takes the participants on a journey of discovery into the world of training and coaching. It removes some of the myths that exist around the subjects and in their place offers a unique insight into how people learn.

“The significant problems we face today cannot be solved by the same level of thinking that created them”
Albert Einstein

The programme looks at the concept of *Learning at Three Levels*. In this manner we come to understand the words of Albert Einstein and begin to comprehend a new method of developing a learning environment where “Deep Learning” can take place.

These methods of learning are used in developing the skills of coaching within a group setting or on a one-to-one basis. Using the FETAC framework participants will gain knowledge and practice in training and coaching whilst gaining a national qualification.

Learning Outcomes

On completion of this programme participants will be able to:-

- Able to identify learning at three levels
- Explore and understand how learning and problem solving are inextricably linked
- Aware of your own *learning style* and fellow programme participants
- Comprehend the role of the coach.
- Understand the processes involved in coaching and mentoring

Programme Content

The programme has been split into two key modules.

Module 1 Training Skills

- Learning at three levels
- Learning styles
- Training Analysis
- Giving Instruction

Module 2 Coaching skills

- What is coaching
- Characteristics of a good coach
- SOAR coaching process
- Top Tips for coaching

Assessment process

Participants will be assessed in the following manner:-

- Short Test 25%
- Collection of work 75%

Certification

Successful participants will be awarded a FETAC Level 6 in Training and Coaching.

This “learning” programme uses techniques that increase individual’s ability to learn and desire to implement new learning. Each session will be highly participative, with practical exercises, role-play and plenary discussion.

Programme Schedule

The two modules will be delivered, one full day every other week for an 8 week period (24 hours in total).

Commencing Thursday 2nd, 16th 30th October and 13th November 2008.

Desired Admission Requirements

- General standard of education and/or relevant life and work experiences.
- Desire to train and coach people
- Ability to learn in a group environment.

Course Fees : €475.00

Academy of Learning and Development

The Academy Centre which is located in the Ridgepool Village, Ballina has excellent facilities and boasts a team of facilitators who have a great deal of experience in training and coaching. The centre boasts state of the art presentation equipment and also has a comfortable learning environment. It also has its own canteen facilities and has access to easy parking.

Corporate Delivery

This programme is suitable for staff development within organisations and can be offered exclusively as an in house development programme.