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| **Minor Award Name** | **Training Delivery and Evaluation** |
| **Minor Award Code** | 6N3326 |
| **Level** | 6 |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Lesson Planning  Training session Planner | Online source | Samples/templates of lesson plans with timings. |  | [www.businessballs.com](http://www.businessballs.com)  [www.businessballs.com/freepdfmaterials/lesson\_training\_planner.pdf](http://www.businessballs.com/freepdfmaterials/lesson_training_planner.pdf)  Search Lesson plans/ samples with timings in word and excel format. |
| Experiential Learning Theories | Online source  Journal | Essential Reading.  David Kolb, Malcolm Knowles, Honey & Mumford Learning styles Activist, Theorist, Pragmatist, Reflector.  Excellent on accessing all other resources by Honey and Mumford.  Exercises can be completed by learners in class. | David Kolb  Malcolm Knowles: Androgogy in Action. 1984. San Franciso: Josey-Bass  Malcolm Knowles: 1984 Adult learner. A neglected species. 3rd edition: Houston Gulf Publishing  Honey .P. and Mumford A. 1982. Manual of Learning Styles.  Available Pearson publications.  Honey P. Mumford A. “Four Approaches to Learning from Experience.  Industrial & commercial training 27,(8) 12-19.  Peter Honey Publications 2007. | <http://www2.le.ac.uk/departments/gradschool/training/eresources/teaching/theories/kolb>  <http://www.instructionaldesign.org/theories/andragogy.html>  <http://www2.le.ac.uk/departments/gradschool/training/eresources/teaching/theories/honey-mumford>  [www.peterhoney.com/content/LearningStylesQuestionnaire.html](http://www.peterhoney.com/content/LearningStylesQuestionnaire.html) |
| Evaluation. Kirkpatrick model  Evaluation forms, samples.  Feedback forms | On line source  Online source | Excellent easy to understand Kirkpatrick’s Four model evaluation.  Formative and summative evaluation. |  | [http://www.businessballs.com/kirkpatricklearningevaluationmodel.htm#HRDperformance](http://www.businessballs.com/kirkpatricklearningevaluationmodel.htm" \l "HRDperformance)  [www.businessballs.com/kirkpatricklearningevaluationmodel.htm](http://www.businessballs.com/kirkpatricklearningevaluationmodel.htm)  [www.businessballs.com](http://www.businessballs.com)  search training evaluation  [www.cipd.co.uk/hr-topics/training-evaluation.aspx](http://www.cipd.co.uk/hr-topics/training-evaluation.aspx) |
| Satisfaction Feedback questionnaires  Learner feedback sheets | Online source | Designing feedback questionnaires  Designing learner Feedback sheets |  | [www.cipd.co.uk/hr-resources/practical-tools](http://www.cipd.co.uk/hr-resources/practical-tools) |
| Compliance with Equality legislation | Online source  Book | Equality legislation as it relates to training and development  Case studies of Equality. Tribunal rulings | Equality Authority (2002)  Guidelines on Equality and Diversity Training in Enterprise.  Many government publications listed at end of section. | [www.equality.ie](http://www.equality.ie)  [www.ncbi.ie](http://www.ncbi.ie)  [www.citizensinformation.ie](http://www.citizensinformation.ie) |
| Skills Presentations | Online source  Video  Book | Learners must deliver a presentation, using visual aids, correctly. Check that learning has taken place. Obtain feedback on their performance. Give constructive feedback to learners.  Examples of good and bad presentation skills | How to Design and Deliver great Training.  Alan Matthews 2012 ISBN – 13-978-1480216280E | [www.businessballs.com/presentation.htm](http://www.businessballs.com/presentation.htm)  [www.businessballs.com/clips\_for\_teaching\_and\_training.htm](http://www.businessballs.com/clips_for_teaching_and_training.htm)  (Video clips)  [www.kent.ac.uk/careers/presentationskills.htm](http://www.kent.ac.uk/careers/presentationskills.htm)  [www.youtube.com/watch?/=55c1susccPAE](http://www.youtube.com/watch?/=55c1susccPAE)  [www.amazon.co.uk](http://www.amazon.co.uk) |
| How to Write Assignments and projects | Online source  Book | How to write assignments and projects correctly  Excellent on related web links.  Writing Assignments  Doing Research Projects  Excellent step by step guide. | Colin Robson: How to Do a Research project.  Pauline Smith: Writing an Assignment How to Improve your Research and presentation skills  How to Books 1997  Judith Bell: Doing Your Research Project: A Guide for First time Researchers in Education and Social Science. second edition. Open University press. Buckingham 1993 | [www.blackwellpublishing.com/researchproject/weblinks.asp](http://www.blackwellpublishing.com/researchproject/weblinks.asp) |
| Referencing.  How to reference correctly all assignments, project work etc. | Online source | Essential reading and correct procedure must be used with all work submitted. | UCD Referencing and Citation. Harvard/APA style guide  University of Exeter Department of Lifelong learning  Harvard referencing system. | [www.ucd.ie/library](http://www.ucd.ie/library)  Go to library supporting you.  Guide to what is plagiarism.  online tutorial available.  [www.education.exeter.ac.uk/dll/studyskills/harvard\_referencing.htm](http://www.education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm) |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Equality Authority | [www.equality.ie](http://www.equality.ie) |
| Health and Safety Authority | [www.hsa.ie](http://www.hsa.ie) |
| Citizens Information centres | [www.citizensinformation.ie](http://www.citizensinformation.ie) |
| Irish Institute of Training & Development  Certified Institute of personnel Development | [www.iitd.ie](http://www.iitd.ie) [www.cipd.co.uk](http://www.cipd.co.uk) |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Training and Development courses available online | <https://www.mooc-list.com/>  <https://www.coursera.org> |