

# ***The Royal Environmental Health Institute of Scotland***



## ***Intermediate Train the Presenter Course***

### ***Syllabus***

***Minimum teaching time – 14 hours***

***This qualification is levelled on the Scottish Credit Qualifications Framework  
(SCQF) at level 7 awarded 3 credit points***

The aim of the REHIS Intermediate Train the Presenter course is to provide candidates with a sound knowledge of training and presentation skills in order to become effective REHIS course Presenters or for anyone simply wishing to learn how to train.

On completion of the course candidates will be able to plan, deliver and evaluate effective training for REHIS courses, and also, for other courses no matter what the content of the subject they are delivering.

This course will be achieved by attending 2 full days (14 hours) of workshops followed by a one day assessment. Candidates will be required to deliver a 20 minute training session as part of the assessment as well as a short exam based on scenario case studies and some theory questions.

## **1. Introduction and Planning**

- a. Introduction to training and presenting
- b. Roles, responsibilities and qualities of a good trainer/presenter
- c. Learning styles – Kolbs learning styles, Honey and Mumford
- d. The training cycle
- e. Group learning
- f. Communication skills – engagement and motivation
- g. Candidates with additional support needs – disability, language, etc
- h. Preparation and design of lesson plans
- i. The learning environment
- j. Time management
- k. REHIS quality standards

## **2. Course Delivery**

- a. Using training aids and resources
- b. Delivery of training courses
- c. Timings
- d. Presenting skills
- e. Various assessment methods and knowledge testing
- f. Examination conditions
- g. How to give constructive feedback
- h. Handling difficult situations
- i. REHIS quality standards

## **3. Evaluation and Review**

- a. Various methods of course evaluation
- b. Identify areas for improvement
- c. Personal development, keeping yourself up to date
- d. REHIS quality standards

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