

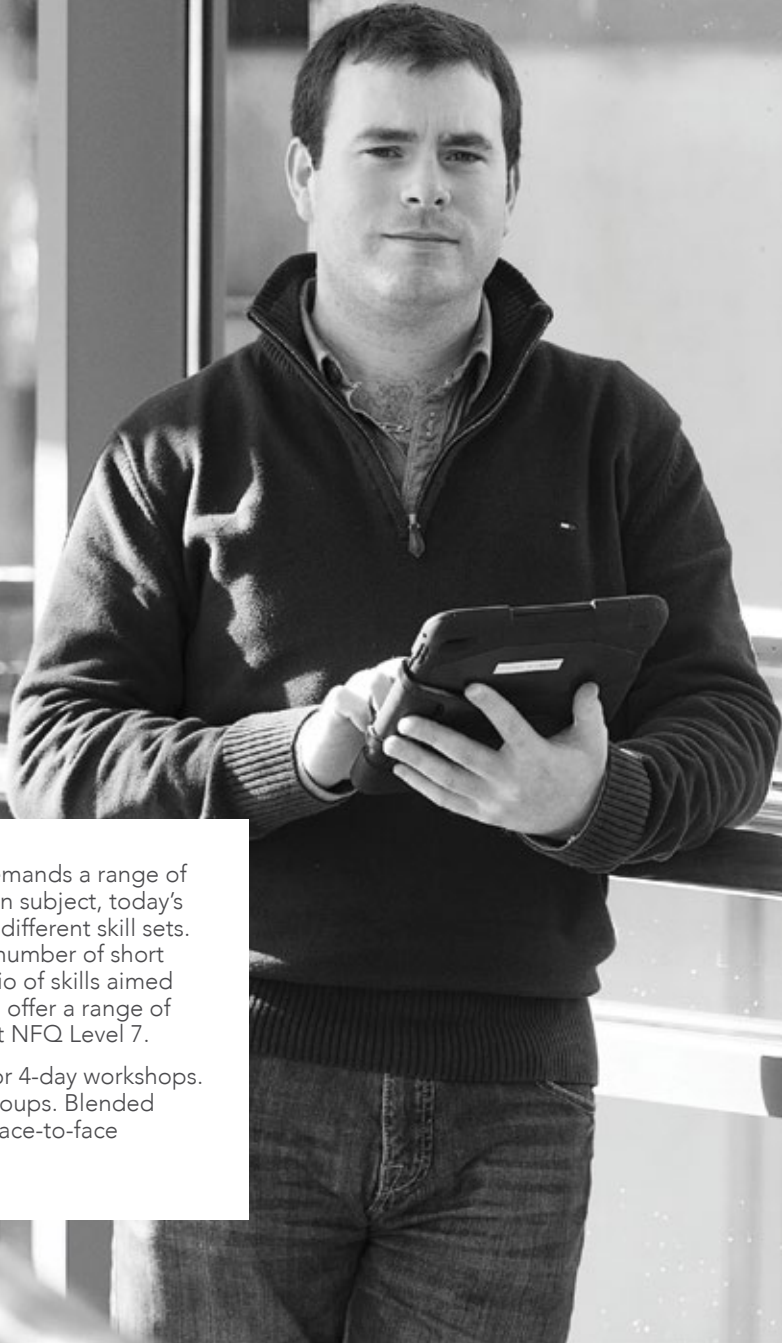


NUI Galway
OÉ Gaillimh

NEVER STOP
LEARNING



SHORT COURSES
(ADULT TRAINING & EDUCATION STUDIES)

A black and white photograph of a man standing in front of a large window. He is wearing a dark zip-up sweater over a collared shirt and jeans. He is holding a tablet computer with both hands and looking directly at the camera. The background shows a blurred view of an interior space with glass partitions.

Professional effectiveness in your field work demands a range of skills. In addition to competence in your chosen subject, today's workplace often demands proficiency in many different skill sets. Adult Training and Education Studies offers a number of short courses to help you develop a relevant portfolio of skills aimed at meeting the demands of the workplace. We offer a range of Foundation Diploma and Certificate courses at NFQ Level 7.

All short courses are delivered through 2-day or 4-day workshops. Workshops are scheduled to accommodate groups. Blended learning includes methods such as self-study, face-to-face workshops and online learning.

FOUNDATION DIPLOMA COURSES

02

ESSENTIAL TRAINER SKILLS

This course enables you to develop the skills to deliver effective training courses. The course is structured to allow you to gain an understanding of adult training and learning principles and to deliver courses that engage adult learners. Specifically, you will learn how to:

- Analyse training needs
- Design and develop relevant training course materials and content
- Deliver effective training sessions
- Select engaging delivery methods and techniques
- Assess learning achievement
- Evaluate the effectiveness of a training course

This course will suit you if you want to:

- Enhance your training or tutoring skills
- Deliver engaging training courses that are relevant to adult learners
- Use a variety of training delivery techniques with confidence
- Expand your human resources and people development skills
- Practise as a qualified trainer

PERFORMANCE SPORTS COACHING

This course focuses on practical ways of improving performance in the field of sport. The emphasis is on developing the skills you require for effective face-to-face coaching aimed at enhancing individual performance. You will learn how to:

- Use the key skills of an effective performance improvement coach
- Conduct performance gap analysis
- Develop your own coaching styles
- Design and set performance standards
- Apply an effective model of coaching for improvement

This course will suit you if you want to:

- Gain an accredited sports coaching qualification
- Improve your sports coaching style
- Aspire to make a real difference to player and athlete performance
- Guide and motivate individuals to excellent sports performance
- Enrich individual performance through tailored sports coaching plans

COURSE FACTS

ECTS: 10

NFQ Level: 7

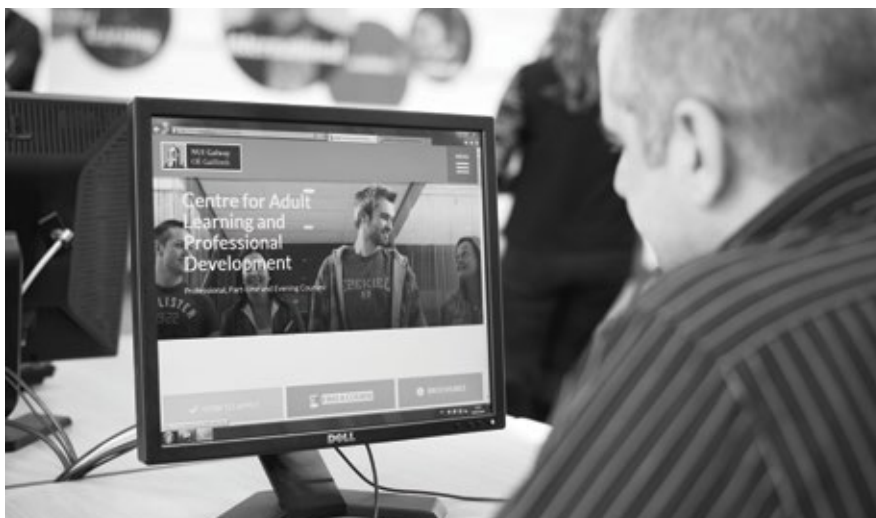
Duration: 12 weeks part-time
(4 days attendance)

Mode of study: Blended learning.
Courses are offered in a number of locations throughout the country.

Fees:

EU: €850

Non-EU: €1,350



SKILLS FOR PROFESSIONAL DEVELOPMENT

This course focuses on the development of core competences that will contribute to your professionalism and employment opportunities. Competences include the ability to:

- Self-manage and adapt your career to changing employment demands
- Communicate and present yourself effectively through verbal, written and digital communications
- Manage work relationships, work effectively in a team, delegate and plan resources to meet goals and deadlines
- Manage change to creatively solve problems, address concerns, make informed decisions and effectively resolve difficulties

This course will suit you if you want to:

- Develop your employability skills
- Discover your competence strengths
- Develop a strong CV that reflects your skill set
- Enhance your job seeking prospects
- Improve your workplace performance
- Improve your promotion prospects
- Enhance your quality of life through the development of strong personal and professional skills

ASSESSMENT: THEORY & PRACTICE

This course provides you with the skills and knowledge necessary to design and develop a range of assessment strategies that comply with QQI (or equivalent) guidelines. You will learn how to:

- Design assessment that is valid, reliable, fair and practical
- Develop a range of assessment tools
- Use formative and summative assessment
- Develop marking and grading rubrics
- Provide constructive feedback to learners

This course will suit you if you want to:

- Design appropriate written and practical assessment for learners
- Prepare the documentation necessary for conducting accredited programme/course assessment
- Prepare material for assessing learner performance and providing constructive feedback
- Implement assessment strategies that meet the requirements and standards of awarding bodies (e.g. Qualifications and Quality Assurance Authority of Ireland)

COURSE FACTS

ECTS: 10

NFQ Level: 7


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A woman with long, wavy brown hair, wearing a white button-down shirt, is smiling and looking towards the right. In the foreground, three men are seated at a wooden conference table, listening intently. The man on the far right is wearing a grey suit jacket over a white shirt. The man in the middle is wearing a light blue button-down shirt. The woman on the far left is wearing glasses and a white shirt. They are all holding pens and looking at papers on the table. The background is a bright, modern office space with large windows and a white wall.

“THIS COURSE HAS GIVEN ME THE CONFIDENCE IN MYSELF THAT WAS LACKING, I AM CLOSE TO ACHIEVING SOMETHING I NEVER THOUGHT I COULD OR WOULD DO, AND THIS MAKES ME PROUD.”

05 CERTIFICATE COURSES

CERTIFICATE IN ADVANCED TRAINER SKILLS

This course builds on trainers' competence by developing coaching and mentoring knowledge skills and abilities. This course will suit you if you want to:

- Broaden your portfolio of training skills
- Enrich individual performance through planned coaching
- Guide and motivate individuals to excellent performance
- Enhance your people development skills
- Gain an accredited qualification in coaching and mentoring
- Extend your managerial or supervisory skills
- Establish a career as a consultant or freelance coach

The course includes the following two modules:

1. Skills for Professional Development

This module focuses on the development of core competences that will contribute to your professionalism and employment opportunities. Competences include the ability to:

- Self-manage and adapt your career within uncertainty and change
- Communicate and present yourself effectively through verbal, written and digital communications
- Manage work relationships, work effectively in a team, delegate and plan resources to meet goals and deadlines

- Manage change to creatively solve problems, address concerns, make informed decisions and effectively resolve difficulties

2. Coaching and Mentoring

This module aims to build professional competence by developing coaching and mentoring skills. Module content concentrates on building core coaching and mentoring skills such as achieving performance excellence, enhancing professional capacity and enriching employee motivation. During the module you will learn how to:

- Assess the value of coaching and mentoring in bridging performance gaps
- Build the skills and competence required to be an excellent coach
- Use coaching and mentoring to devise effective personal improvement plans
- Implement the standards, best practice and code of ethics of a professional coach and mentor
- Evaluate the outcomes of coaching and mentoring strategies as they relate to individual improvement goals

COURSE FACTS

ECTS: 15

NFQ Level: 7

Duration: 12 weeks, part-time
(4 days attendance)

Mode of study: Blended learning

Fees:

EU: €1,425

Non-EU: €1,925



CERTIFICATE IN RPL PORTFOLIO DEVELOPMENT

The aim of the course is to guide and support you in the preparation of a portfolio of evidence documenting your prior learning at NFQ Level 7 in the area of adult learning practice. This course will suit you if you want to:

- Gain recognition for prior learning
- Map your experiential learning to specific learning outcomes
- Create a portfolio of evidence to demonstrate your prior learning achievements

The course includes the following module:

Adult Learning Practice

You will learn how to gather and collate certified and experiential learning, how to map your prior learning to specific learning outcomes and how to assemble a portfolio of learning that represents the breadth, depth and scope of your prior learning as relevant to your role as a tutor/instructor. This module will help you complete an RPL portfolio of evidence that demonstrates your relevant knowledge and skill in the following areas:

- Responding to adult learner requirements and learning preferences
- Planning instructional lessons
- Using a range teaching methods and techniques
- Establishing and maintaining a supportive and motivational learning environment
- Managing learner groups and dynamics

COURSE FACTS

ECTS: 15

NFQ Level: 7

Duration: 20 weeks, part-time
(4 days attendance)

Mode of study: Blended learning

Fees:

EU: €500

Non-EU: €1,000



HOW CAN I APPLY?

Please contact the Course Coordinator regarding start dates.

WEBSITE

www.nuigalway.ie/adultlearning

WHO CAN I CONTACT?

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