



# Training and Facilitation Certificate

## **The premier train-the-trainer course.**

An inspiring and engaging learning environment starts with a trainer who knows how to create and facilitate such an environment. ATD's (Association for Talent Development) Training & Facilitation Certificate covers the entire end-to-end training cycle, including planning and preparing a training event, managing the learning environment and engaging participants in the classroom, and following up post-event to continue to support learning.

**COMPETENCE<sup>+</sup>**

**atd** Association for  
Talent Development



## Results

**By completing the Training & Facilitation Certificate, you will be able to:**

- Use the tools to support learners and their objectives in both formal and informal settings.
- Create a classroom environment that is conducive to effective face-to-face learning.
- Create facilitation plans that prepare you for a successful learner-centered event.
- Use a variety of techniques to engage participants and communicate effectively.
- Manage group dynamics and behaviors during an event.
- Summarize techniques that can be used to develop and evaluate course materials.
- Use facilitation techniques to ensure a safe and supportive learning environment.

## Competences

In this training you will be working on the following competence(s):

- Conversational skills
- Creativity/ingenuity
- Goal orientation/result orientation
- Planning and organizing
- Presenting

New and experienced trainers and facilitators from any industry and those who want to gain a comprehensive skill set for facilitating and delivering instructor-led learning events will benefit from this program. In addition to professional trainers and facilitators, training coordinators, training managers, learning consultants, instructional designers, independent consultants, educators, or professors may benefit if facilitation is part of their job.

## Participants

The maximum group size for the training course is 25 participants.



## Course description

An inspiring and engaging learning environment starts with a trainer who knows how to create and facilitate such an environment. ATD's (Association for Talent Development) Training & Facilitation Certificate covers the entire end-to-end training cycle, including planning and preparing a training event, managing the learning environment and engaging participants in the classroom, and following up post-event to continue to support learning.

Drawing upon ATD's research and experience, this program helps you become a learner-centric facilitator who can apply all the skills of an effective trainer. You will gain a complete understanding of the training function, by learning and practicing the skills of an exceptional trainer and facilitator. You will learn how to support learners and learning objectives in both formal and informal settings and identify the logistical tasks necessary to create a classroom environment perfect for effective face-to-face learning.

In addition, you will learn to recognize and use a variety of techniques to engage participants, communicate effectively, create a professional and engaging learning experience, and manage group dynamics and behaviors during an event. At the end of the course, you will have the opportunity to demonstrate your techniques in a skills training practice where you will receive feedback and guidance from peers and an ATD Expert Facilitator.

Drawing upon ATD's research and experience, this program helps you become a learner-centric facilitator who can apply all the skills of an effective trainer. You will gain a complete understanding of the training function, by learning and practicing the skills of an exceptional trainer and facilitator. You will learn how to support learners and learning objectives in both formal and informal settings and identify the logistical tasks necessary to create a classroom environment perfect for effective face-to-face learning.

In addition, you will learn to recognize and use a variety of techniques to engage participants, communicate effectively, create a professional and engaging learning experience, and manage group dynamics and behaviors during an event.

At the end of the course, you will have the opportunity to demonstrate your techniques in a skills training practice where you will receive feedback and guidance from peers and an ATD Expert Facilitator.

By taking this program you will:

- Get an overview of all phases of the training cycle from planning through evaluation.
- Gain the skills to become a participant-focused facilitator in any environment.
- Earn an industry-recognized certificate.
- Learn from an expert trainer and facilitator, who will demonstrate best practices in the classroom.
- Demonstrate your new skills and receive personalized, actionable feedback from your ATD expert facilitator.

**By completing the Training & Facilitation Certificate, you will be able to:**

- Use the tools to support learners and their objectives in both formal and informal settings.
- Create a classroom environment that is conducive to effective face-to-face learning.
- Create facilitation plans that prepare you for a successful learner-centered event.
- Use a variety of techniques to engage participants and communicate effectively.
- Manage group dynamics and behaviors during an event.
- Summarize techniques that can be used to





- develop and evaluate course materials.
- Use facilitation techniques to ensure a safe and supportive learning environment.

### Certificate

ATD follows the American National Standards Institute/International Association for Continuing Education and Training (ANSI/IACET) standard for calculating and issuing Continuing Education Units (CEUs). All ATD courses and select ATD events provide CE credit in exchange for full attendance and completion of program requirements. Additionally, ATD courses and events are pre-approved by a number of credentialing institutions, such as the Association for Talent Development (ATD) Certification Institute for the APTD and CPTD Certification Programs, the Human Resources Certification Institute (HRCI), the International Coaching Federation (ICF), and the Society for Human Resource Management (SHRM). Credit values and pre-approvals vary by course and event and will be provided upon enrollment.

### Duration

#### Training days

The Training & Facilitation Certificate program is a virtual course of six sessions.

---

All sessions start at 9 a.m. and end at 12:30 p.m. Lunch is not included with the sessions.

---

## Investment

### Training course

The price of the training course is € 1.750,00 (excl. 21% VAT).

Do you pay the invoice yourself? Then you automatically get a beneficial advantage. No 21% VAT will be charged. The price will then be € 1.750,00.

### Payment method

You or your organization will receive a digital invoice from Competence Training Institute – a Schouten & Nelissen company, which can be paid via bank transfer. Or use the payment link in the email for an internet or credit card payment (Mastercard or Visa). Please ensure that payment is made within 30 days of the invoice date and at the latest before the first day of class.

### Facility costs

The price for the use of the accommodation, coffee/tea and an extensive lunch buffet is € 180,00 (excl. VAT). You obviously do not pay any facility costs if you choose the online course in the 'virtual class'.

## Terms & Conditions

Our current terms and conditions are displayed at [www.competence.org/terms-conditions](http://www.competence.org/terms-conditions).

## Current start and registration dates

You can register for this training course at [www.competence.org/ATDTFC](http://www.competence.org/ATDTFC). For questions or help with registration contact [info@competence.org](mailto:info@competence.org) or call + 31 (0)418 682 938.



## Additional information

### Reserve your place

You can book an optional seat in the training you prefer. This will be valid for two weeks. This assures you of participation even if you cannot decide now. Book your option on our website or call + 31 (0)418 682 938.

### Incompany

Do you wish to do this training course together with colleagues? We also provide incompany training courses. We can develop training programs specially tailored to your organization's needs. For more information on tailor-made and in-house programs: Call + 31 (0)418 682 938 and book a telephone consultation.

### Free consultation

Unsure whether this training program fits your learning needs? Our program advisors will be pleased to support you in making the right choice. You can call them on + 31 (0)418 682 938 on working days between 8.00 AM and 5.30 PM.

## About Competence & SUAS

### Your talent is the focus

SUAS and our international brand Competence are committed to talent. Whether it is your talent or that of your team or organization, we develop talent by means of training, coaching and consultancy. This way we can contribute to your personal success and the success of your organization.

### Continuous learning

Our approach goes beyond classical training. Your learning is optimized by continuously working to achieve your own learning goals.

### The best training, from the best trainers

At Competence & SUAS you are trained by the best trainers. Professionals, trained in behavioral science and with broad experience in group-dynamic processes. Our trainers develop your awareness of your own abilities and help you to develop new skills and behaviors. Their style is down-to-earth and direct, with a strong focus on practical applications. They are also always abreast of and utilize the latest insights in their field.

### Choose for quality

Competence & SUAS stand for quality and permanent, positive results - since 1980. This has led to various recognitions and accreditations: Such as CEDEO, ISO 9001, ISO 27001 and NVAO. We are also a member of several industry associations such as NRTO.

### Training programs throughout Europe

Competence & SUAS offer you training at more than 30 locations in Europe. Our locations have been selected on the basis of accessibility and quality. And, as many of our training courses start on a weekly or monthly basis, you can start working on your personal development immediately! Start dates and locations can be found on our website [www.competence.org](http://www.competence.org). Please contact us if the location or date that you want is not listed. We will schedule extra



training programs in response to sufficient need.

## Contact

Competence

Van Heemstraweg West 5  
5301 PA ZALTBOMMEL

PO Box 266  
5300 AG ZALTBOMMEL

T +31 (0)418 682 938

E [info@competence.org](mailto:info@competence.org)

I [www.competence.org](http://www.competence.org)

## Planned events

Datum	Plaats
12-11-2024	VIRTUAL CLASS

Version: 19-9-2024