

TRAIN-THE-TRAINER

PROFESSIONAL ONLINE COURSE

SGTAEC25021



About this course

Effective training is not simply about presenting information – it is about transferring knowledge, building competence and ensuring that learning results in safe, compliant and consistent workplace behaviour. In many organisations, employees are appointed to conduct inductions, toolbox talks, safety training or operational instruction without having been formally trained in how to teach adults effectively.

The Train-the-Trainer Programme is designed to equip supervisors, safety representatives, internal trainers and subject-matter experts with the skills required to plan, deliver and evaluate workplace training in a structured, professional and legally defensible manner.

This course focuses on adult learning principles, training methodology, facilitation skills, communication techniques and assessment fundamentals. Learners are guided through how to structure training sessions, engage adult learners, manage group dynamics, assess understanding and document training outcomes for compliance and audit purposes.

By the end of this course, learners will understand how to deliver effective, engaging and compliant workplace training that supports legal requirements, operational consistency and continuous improvement.

Accreditation & Alignment

This course supports legal and organisational training requirements under:

- Occupational Health and Safety Act 85 of 1993 (information, instruction and training duties)
- Skills Development Act and workplace skills development principles
- ISO 45001 Occupational Health and Safety Management Systems
- ISO 9001 Quality Management Systems (competence and training requirements)
- ISO 14001 Environmental Management Systems (awareness and competence)
- Adult learning and outcomes-based training principles

While not aligned to a specific SAQA unit standard, the content is delivered at an applied supervisory and facilitation competency level, suitable for internal trainers, facilitators and team leaders responsible for workplace training.

Who should do this course?

This course is ideal for:

- Internal workplace trainers and facilitators
- Safety Officers and Safety Representatives
- Supervisors and line managers
- HSEQ practitioners and coordinators
- HR and training personnel
- Team leaders responsible for inductions, toolbox talks or skills transfer
- Subject-matter experts required to train others

No prior training qualification is required.

What you will learn – Course Modules

Module 1: The Role of the Workplace Trainer

Trainer responsibilities, boundaries, professionalism and legal accountability.

Module 2: Adult Learning Principles

How adults learn, learning styles, motivation and overcoming learning barriers.

Module 3: Training Needs Analysis and Planning

Identifying training needs, setting learning outcomes and structuring training programmes.

Module 4: Training Methods and Facilitation Techniques

Classroom, toolbox talk, on-the-job and blended training approaches.

Module 5: Communication and Presentation Skills

Effective verbal and non-verbal communication, questioning techniques and learner engagement.

Module 6: Managing Group Dynamics and Challenging Learners

Handling resistance, diverse learning needs and maintaining control of the learning environment.

Module 7: Assessing Learning and Competence

Knowledge checks, practical assessment, observation and confirming understanding.

Module 8: Training Records, Documentation and Compliance

Training registers, attendance records, competency records and audit readiness.

Module 9: Continuous Improvement and Trainer Development

Evaluating training effectiveness and improving delivery over time.

Mode of delivery & duration

This programme is delivered 100% online via the SAFCON Learning Management System.

- Self-paced learning
- Approximate duration: 6–8 hours

- Accessible on any device
- Suitable for individual and corporate learners

Course Assessment

Assessment is completed online and includes:

- Knowledge-based questions
- Scenario-based facilitation and training planning exercises

A minimum 70% pass mark is required to achieve competence.
Results are automatically recorded for compliance and audit purposes.

Course Certificate

Learners who successfully complete the programme receive:

SAFCON Group Training Academy
Certificate of Competence: Train-the-Trainer

Your certificate includes:

- Digital PDF format
- Unique certificate number
- Suitable for audits, HR records and ISO management systems

Why choose SAFCON Group Training Academy?

SAFCON Group Training Academy delivers professional, legally grounded training developed by experienced HSEQ and operational practitioners who understand real workplace challenges.

This Train-the-Trainer programme is designed to ensure that internal trainers are not only knowledgeable, but competent in transferring skills, maintaining learner engagement and producing defensible training records. The focus is on practical application, adult learning effectiveness and compliance rather than academic theory.

Our self-paced online delivery model allows organisations to build internal training capacity without operational disruption, supporting long-term skills development and consistency across sites.

How to Enrol

✓ Instant Enrolment (Pay Once)

Register securely via PayFast and receive immediate access.

✓ **3-Month Subscription (Pay in Instalments)**

Spread the cost over three monthly instalments while receiving full access immediately. Certificate issued after subscription completion.

✓ **Corporate / Group Bookings**

For bulk registrations, VAT invoices, purchase orders and reporting support, select Request Corporate Booking.

What happens after enrolment?

You will receive:

- Welcome email
- LMS login details
- Immediate course access
- Ongoing learner support

Study at your own pace and download your certificate upon completion.

“All courses are tax-deductible as professional training.”



Contract Information

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