

Trainer Project Requirement for Level 2 Certification

Your project is to develop a training plan to explain how you would train on one of the Texthelp software. This plan is more detailed than a simple agenda. All documents used, such as training description, training agenda, training evaluation sheet and materials that you developed to assist new users need to be submitted.

Please answer the following questions in an attached document.

1. State which software you are going to be training on. Describe a typical audience, giving the potential occupation/roles and background of the audience members.
2. Detail a training plan with what tools you would show, their importance to that audience, and several examples of how the tools can be applied to the potential situations in which the audience members may find themselves. eg. DSA, SEN, ELL audience, what tools and how they would benefit.
3. Explain at least one activity participants will be involved in when learning the tools/features. How will audience members be actively learning the material you are demonstrating?
4. Explain how participants will evaluate the training session and at least three questions/statements it would contain to evoke usable feedback.
5. Describe how to determine what follow up could/should be provided/offered.

When you have completed your project, please send it, attachments and **a copy of your valid Level 1 certificate** to Jackie Prentice at: certification@texthelp.com

Please Note - by submitting a project for the Level 2 certification, you are giving Texthelp permission to use your project for training and marketing purposes, including but not limited to, promotion via our social media channels & website.