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| **Minor Award Name** | **Training Needs Identification and Design** |
| **Minor Award Code** | 6N3325 |
| **Level** | 6 |

**Suggested resources to support delivery:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Training Concepts | Journal | Essential reading describes difference between training, development, Education and learning. | Garvan T.N.(1997)  “Training, development, education and learning different or the same?  Journal of European Industrial Training 21(2) 39 - 50 | [www.emeraldinsight.com](http://www.emeraldinsight.com) |
|  | EU Journal | Essential Reading. Training, Education, development and learning. | Mousa Masadeh.  Training, Education, Development and learning what is the difference. European Scientific Journal May ed. Vol 8. No. 10 | [www.eujournal.org/index.php/esj/article/viewFile/163-168](http://www.eujournal.org/index.php/esj/article/viewFile/163-168)  ISSN: 1857-7881(print)  e-ISSN: 1857-7431 |
| Training and Development.  Training and Development. | On line source  Online source | Excellent overview of this module and can access other references from here. Training in an organisational context  Seminal work Irish context. Context, Policy and Practice in Ireland | Chartered Institute of personnel Development 2007  Training: Overview.  Irish Institute of Training and Development. | [www.cipd.co.uk/subjects/training/general/trngoverview.htm](http://www.cipd.co.uk/subjects/training/general/trngoverview.htm)  [9 November 2011]  [www.worldcat.org/title/training](http://www.worldcat.org/title/training) \_and development.  1995 Oak Tree Press in association with IITD |
| Learning Theories | Online source | Covers all major Learning Theories and Theorists. Bloom, Gagne, Kolb, Honey & Mumford, Phil Race | University of Leicester Graduate School | <http://www2.le.ac.uk/departments/gradschool/training/eresources/teaching/theories/kolb> |
| Training Needs Analysis (TNA)  Instructional Systems Design (ISD) | Online source | Overview covering all topics and themes. 6N3325. TNA, ISD | Training and Development website for business | [www.businessballs.com/traindev..htm](http://www.businessballs.com/traindev..htm)  Search Instructional System Design: The ADDIE model. It will take you to <http://www.nwlink.com/~donclark/hrd/sat.html> |
| Designing Surveys & Questionnaires | online source | Essential reading. Information systems guide to the design of questionnaires.  Samples of questionnaire design, Quantitative and Qualitative.  Excellent reference for further reading | A general introduction to the to Design of questionnaires | [www.wireuk.org/ten-steps-towards-designing-a-questionnaire.html](http://www.wireuk.org/ten-steps-towards-designing-a-questionnaire.html)  [www.samplequestionnaire.com/questionnaire-design.html](http://www.samplequestionnaire.com/questionnaire-design.html) |
| Writing detailed Lesson Plans | Online source  Video | Detailed lesson plans for training  How to write a lesson plan | Lesson Plans | [www.humber.ca/centreforteachingandlearning](http://www.humber.ca/centreforteachingandlearning)  [www.businessballs.com](http://www.businessballs.com)  [www.businessballs.com/traindev.htm](http://www.businessballs.com/traindev.htm)  [www.businessballs.com/freepdfmaterials/lesson\_training\_planner.pdf](http://www.businessballs.com/freepdfmaterials/lesson_training_planner.pdf)  <http://www.ehow.co.uk/science-and-education/>  There are numerous sites for lesson plans. See Other resources at end. |
| How to deliver presentations | Online source  Book | Learners must design and deliver a presentation based on lesson plan | Presentations  How to Design and Deliver Great Training. Alan Matthews 2012  ISBN – 13-978-1480216280E | [www.businessballs.com/presentation.htm](http://www.businessballs.com/presentation.htm)  [www.businessballs.com/clips\_for\_teaching\_and\_training.htm](http://www.businessballs.com/clips_for_teaching_and_training.htm)  (Video clips)  [www.amazon.co.uk](http://www.amazon.co.uk) |
| How to Write Assignments and projects | Online source  Book | How to write assignments and projects correctly  Excellent on related weblinks.  Writing Assignments  Doing Research Projects  Excellent step by step guide. | Colin Robson: How to Do a Research project.  Pauline Smith: Writing an Assignment How to Improve your Research and presentation skills  How to Books 1997  Judith Bell: Doing Your Research Project: A Guide for First time Researchers in Education and Social Science. second edition. Open Univeristy press. Buckingham 1993 | [www.blackwellpublishing.com/researchproject/weblinks.asp](http://www.blackwellpublishing.com/researchproject/weblinks.asp) |
| Referencing.  How to reference correctly all assignments, project work etc.  Train the Trainer Books for Tutors | Online source  All topics for tutors | Essential reading and correct procedure must be used with all work submitted. | UCD Referencing and Citation. Harvard/APA style guide  University of Exeter  Department of Lifelong learning    Train the Trainer  Eleanor O’Carroll 2012. Gill & MacMillan ISBN 9780717153633  The Training Design Manual Complete Guide to Creating Effective and Successful Training Programmes. Tony Bray 2009 ISBN 9780749456252 | [www.ucd.ie/library](http://www.ucd.ie/library)  (Go to online library tools supporting you.)  online tutorial available.  [www.education.exeter.ac.uk/dll/studyskills/harvard\_referencing.htm](http://www.education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm) |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Economic & Social Research Institute | [www.esri.ie/publications](http://www.esri.ie/publications) |
| CEDEFOP | [www.cedefop.europa.eu/en/publications-and-resources](http://www.cedefop.europa.eu/en/publications-and-resources) |
| Irish Institute of training and Development | [www.iitd.ie](http://www.iitd.ie) |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates  Other Reading & Reference material available  Further Education and training in Ireland. Past, Present and Future.  Seamus McGuiness, AdelBergin, Elish Kelly,Selina McCoy, Emer Smyth Adele Whelan, Joanne Banks  ESRI: Research Series Number 35 April 2014  CEDEFOP:  Facing Up to the learning Challenge. Key Issues from a European perspective Volume 1.  Cedefop reference series; 41 – 1 2003  Facing Up to the learning Challenge Selected European Writings Volume 2.  Cedefop reference series; 41 -11 2003  Good and bad presentations  Useful for class discussions and preparing for presentations. | <https://www.mooc-list.com/>  [www.esri.ie/publications](http://www.esri.ie/publications)  [www.cedefop.europa.eu/en/publications](http://www.cedefop.europa.eu/en/publications)  All publications available for download.  [www.youtube.com](http://www.youtube.com) |