

ITOL. Certificate in Training and Development. Outline. Timetable. Price*.

Apr - Jul 2012

Code	MODULE		CREDITS	PRICE	WORKSHOPS	eLearning	TOTAL Guided Learning (hours)	EVALUATION		PROFESSIONAL STANDARDS	EXEMPTIONS	
	UNIT	CONTENT	no. of	Euro	dates (6 hours/day)	(Online hours)		type	deadline	AREA		
4IND	INDUCTION	ITOL Learning Standards. Membership. Professional Networking. Programme overview.	0	0			8	20	WA	N/A	FOUNDATION	
4DEP	Understanding Organisations and the Role of L&D	The Learning Organisational Culture. How People Learn. Team Learning and Development. Developing yourself as an effective L&D Practitioner	4	600	27-28 APR		8	18	WA	26 MAY		CHRP HRC Certificate in HR Practice - Understanding Organisation and the role of HR
4LNA	Undertaking a Learning Needs Analysis. Evaluating L&D Activities	Identifying Learning Needs at Individual, Occupational and Organisational Level. Evaluation of L&D Programmes. Training Policies. Equal Opportunities	6	600	1-2 JUN		20	32	CA	24 JUN	SPECIALIST	
4PDL	Preparing, Designing and Delivering L&D Activities	Design L&D Sessions. Prepare and Develop Resources to Support Learning. Preparing Materials. Delivery Skills	6	600	29-30 JUN		20	32	SA	30 JUN		ToT Train of Trainers / CHRP DLA Certificate in HR Practice Delivering Learning Activities
3CFS	Consultancy. Facilitation	Developing yourself as L&D Consultant and Facilitator.	6	600	20-21 JUL		8	20	SA	21 JUL		
CTD_ITOL	Certificate in Training and Development		22	2400	48		64	122	2WA 1CA 2SA	PRIOR Experience: 2-3 yrs in Training/ HR		
Member		ITOL Membership		218				Mandatory for obtaining the Certificate				

* VAT not included. Payment conditions: 25% before the beginning of the programme(655 EUR) + 5 monthly installments of 410 EUR each

** Dates in red - compulsory attendance.

SA - Skills Assignment, WA - Written Assignment, CA - Collaborative Assignment Online
Enrolments for this programme are open until **1st of April 2012**

L&D - Learning & Development

LANGUAGE: English 50%, Romanian 50%



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ITOL Central Eastern Europe reserves the right to operate any changes to dates, prices and structure of the programme. The changes will be announced in due time to the participants