



Prodigy



A-Certif Ltd

Microsoft Office Specialist Master Instructor (MMI)

Train the Trainer

Three Day Programme

Programme Outline

A-CERTIF LTD™ 2008

Fleming House, 5 Fleming Road, Kirkton Campus, Livingston, Scotland, UK. Tel +44(0)845-351-0071 Fax: 01506-407-088 Website: www.a-certif.uk.com Email: contact@a-certif.uk.com

Programme Details

The Programme Details contained in this document are outlined below:

- Programme Outline
- Programme Terms and Conditions
- Programme Training Needs Analysis

The Programme Training Needs Analysis (TNA) should be completed and returned to the Prodigy Partner prior to Programme commencement. The Programme Training Needs Analysis (TNA) can be completed electronically or printed and filled in manually.

Programme Outline	
Programme Information	<p>Programme Title</p> <p>Microsoft Office Specialist Master Instructor - Train the Trainer</p>
	<p>Programme Code</p> <p>MOSMMITT</p>
	<p>Programme Duration</p> <p>3 Days</p>
	<p>Programme Pre-requisites</p> <ul style="list-style-type: none"> • To register on the Programme, Delegates must be in the process of becoming a Microsoft Office Specialist Master. Priority will be given to Delegates who are currently I.T. Trainers. • Delegates must complete the Pre-Programme Questionnaire prior to course start date. • Delegates must complete the Three Day Programme.
	<p>Programme Description</p> <p>Microsoft Office Specialist Master Instructor - Train the Trainer is an evidence-based certification, which gives I.T. trainers the opportunity to demonstrate their proficiency in training delivery and management of training. Delegates attend a Three Day Programme, during which the assessment requirements are explored and explained, and practical training skills are demonstrated in a fifteen-minute training session video.</p>
	<p>How the Microsoft Office Specialist Master Instructor - Train the Trainer Programme works</p> <p>The Microsoft Office Specialist Master Instructor - Train the Trainer certificate is awarded when the Delegate is considered to have achieved the standards laid down by Prodigy, Certiport and Microsoft for attaining the MOS Master Instructor qualification.</p> <p>The Instructor Verification Portfolio (IVP) is assessed by the Microsoft Office Specialist Master Instructor - Train the Trainer Internal Verifier (IV) in the first instance, and is subject to a second review by the Microsoft Office Specialist Master Instructor - Train the Trainer External Verifier (EV).</p>

Programme Objectives	Programme Objectives
	<p>The objectives of the Microsoft Office Specialist Master Instructor (MMI) Train the Trainer Programme are as follows:</p> <ul style="list-style-type: none"> • To promote “<i>best practice</i>” in the provision of certified IT training. • To promote “<i>best practice</i>” for IT Instructors and their organisations. • To standardise the delivery of Microsoft Office Specialist (MOS) training in organisations. • To recognise and certify “<i>best practice</i>” on the part of individual Instructors. • To provide IT Instructors with an opportunity to expand and endorse their skills. • To provide organisations with an objective evaluation of an Instructors skill, training experience and certification. • To offer Instructors an objective and identifiable quality certification for IT training. • To develop a pool of recognised quality certified IT Instructors who can support each other, other Instructors in their organisation and their organisation. <p><i>The above objectives will be met by introducing the following modules.</i></p>
	<p>Module 1:</p> <ul style="list-style-type: none"> • Programme Introduction and Overview <ul style="list-style-type: none"> ○ Introduction ○ Programme Expectations and Objectives ○ Programme Project / Assessment ○ Programme Timetable
<p>Module 2:</p> <ul style="list-style-type: none"> • The Microsoft Master Instructor (MMI) Qualification <ul style="list-style-type: none"> ○ Background to Microsoft Office Specialist Programme ○ The Microsoft Office Specialist Master Instructor (MMI) Qualification ○ The Role of Microsoft, Certiport and Prodigy 	

Programme Objectives	Module 3: <ul style="list-style-type: none">• The Theories of Learning<ul style="list-style-type: none">○ The Psychology of Learning○ The Principles of Learning○ The Laws of Learning○ Adult Learning Styles○ Adult Learning Styles Descriptions○ Kolb's experiential learning theory (learning styles) model○ Cognitive Overload○ Rote Learning
	Module 4: <ul style="list-style-type: none">• Applying Learning Principles<ul style="list-style-type: none">○ Considerations○ Preconceptions○ Main Types of Delegates○ The Skills Development Cycle
	Module 5: <ul style="list-style-type: none">• Training Needs Analysis (TNA)<ul style="list-style-type: none">○ Training Needs Analysis (TNA) and the Microsoft Office Specialist (MOS) Programme○ Benefits of Training Needs Analysis (TNA)○ How to Conduct a Training Needs Analysis○ Analysing and Reporting the Data
	Module 6:

- **Planning and Delivering the Training Session**
 - Introduction
 - Research the Topic
 - Planning the Training Session
 - Write the Objectives
 - Learning Goals
 - The Parts of a Training Session Plan
 - Delivering the Training Session

Programme Objectives	Module 7: <ul style="list-style-type: none">• What Makes A Good Instructor?<ul style="list-style-type: none">○ Characteristics of Effective Instructors○ Skills of Effective Instructors○ Errors made by inexperienced Instructors○ Presenting versus Training
	Module 8: <ul style="list-style-type: none">• Methods and Techniques for Effective Training<ul style="list-style-type: none">○ Using Icebreakers○ Getting the Message across○ The message 'KISS'○ Teaching Methods○ How to develop a Teaching Point○ Using Questions○ Asking Questions○ Answering Questions○ Use of Visual Aids
	Module 9: <ul style="list-style-type: none">• Effective Communication in the Classroom<ul style="list-style-type: none">○ Communicating in the Classroom○ Know Your Material○ Interpersonal Communication○ Using Examples and Analogies○ Managing Difficult Behaviours○ Dealing with groups of Mixed Abilities○ Active Listening○ Guidelines for Active Listening

Programme Objectives	Module 10: <ul style="list-style-type: none">• Evaluating a Training Session<ul style="list-style-type: none">○ Feedback○ Evaluating Training○ Learning○ Behaviour Change○ Achieving Proven Results○ Types of Evaluation○ Evaluation Forms - Design and Use○ Suggestions for developing meaningful Evaluation Forms
	Module 11: <ul style="list-style-type: none">• Delivering MOS Training Courses• Advanced Preparation<ol style="list-style-type: none">1. Setting up the Classroom2. Setting up the Instructor's PC3. Setting up the Delegates PC's and workstations.4. Introductions5. Suggested Timings6. Teaching Methods7. Practice Tests8. Using the Programme Evaluation Forms9. Return the classroom to the Default Setting

Programme Terms and Conditions

1. Programme Information

1.1. Programme Title

1.1.1. Microsoft Office Specialist Master Instructor - Train the Trainer.

1.2. Programme Code

1.2.1. MMITTT.

1.3. Programme Duration

1.3.1. 3 Days.

1.4. Programme Pre-requisites

1.4.1. The **Microsoft Office Specialist Master Instructor (MMI) - Train the Trainer** qualification is available to qualified Microsoft Office Specialist Master Instructor's (MMI).

1.4.2. Delegates must complete the Pre-Programme Questionnaire prior to course start date.

1.4.3. Delegates must complete the Programme.

1.5. Programme Numbers

1.5.1. The number of places available on this programme should be limited to a maximum of **ten**.

1.6. Programme Description

1.6.1. **Microsoft Office Specialist Master Instructor (MMI) - Train the Trainer** is an evidence-based certification, which gives experienced trainers the opportunity to demonstrate their proficiency in training delivery and management. Delegates attend a Three Day Programme during which the requirements are explored and explained, and practical training skills are demonstrated in a fifteen-minute training session video.

1.7. Programme Objectives

1.7.1. The objectives of the **Microsoft Office Specialist Master Instructor (MMI) - Train the Trainer** programme are as follows:

- To promote “*best practice*” in the provision of **certified IT training**.
- To promote “*best practice*” for **IT Instructors** and their **organisations**.
- To standardise the delivery of **Microsoft Office Specialist (MOS)** training in organisations.

- To recognise and certify “*best practice*” on the part of **individual Instructors**.
- To provide IT Instructors with an opportunity to **expand** and **endorse their skills**.
- To provide organisations with an objective evaluation of an **Instructors skill, training experience** and **certification**.
- To offer Instructors an **objective and identifiable quality certification** for IT training.
- To develop a pool of **recognised quality certified IT Instructors** who can support each other, other Instructors in their organisation and their organisation.

2. Programme Assessment and Pass Rates

2.1. Programme Assessment

- 2.1.1. Programme assessment is two-fold, the first part of the assessment takes place where delegates will compile the **Instructors Verification Portfolio (IVP)**. The completed **Instructors Verification Portfolio (IVP)** is sent for external verification to Prodigy. The **Instructors Verification Portfolio (IVP)** accounts for **40%** of the total overall Programme score.
- 2.1.2. The second part the assessment is the preparation and delivery of a fifteen minute training session, which will be video recorded and again sent for external verification to Prodigy. The Video recording accounts for **60%** of the total overall programme score.
- 2.1.3. The completed **Instructors Verification Portfolio (IVP)**, along with the Video recording must be sent to prodigy within five working days of course completion.
- 2.1.4. The **Microsoft Office Specialist Master Instructor (MMI) - Train the Trainer** certificate is awarded when the Delegate is considered to have achieved the standards laid down by Prodigy, Certiport and Microsoft for attaining the qualification.
- 2.1.5. Successful delegates will receive their certificates within 15 working days of receipt their **Instructors Verification Portfolio (IVP)** and Video Recording from the individual Training Organisations.

2.2. Programme Pass Rates

- 2.2.1. Delegates must score **75%** in order to pass the **Microsoft Office Specialist Master Instructor (MMI) - Train the Trainer** programme and therefore receive a certificate.

Programme Training Needs Analysis (TNA)

Pre-Programme Training Needs Analysis (TNA)		
Please complete this Training Needs Analysis (TNA) as accurately as possible. We would encourage you to use Section 4 – ‘Additional Comments’ to express what you hope to gain from attending this Programme.		
Section 1: Personal Details		
Name:	_____	
Job Title:	_____	
Training Company:	_____	
Phone:	_____	
Fax:	_____	
Email:	_____	
Section 2: Previous Experience and Qualifications		
Did you receive a Programme outline prior to Programme commencement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you a Microsoft Office Specialist Master qualification in any of the following Microsoft Office Suites?		
Microsoft Office XP 2000	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Microsoft Office XP (2002)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Microsoft Office 2003	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you any professional Training Qualification(s) e.g. JEB, IPDA, etc	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , please give details and date you received your qualification.		

Have you attended any other Train the Trainer courses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
If Yes , please give details and date qualification was awarded.					
Section 3: Microsoft Office Details					
In order of preference, which Microsoft Office training courses do you prefer to deliver <i>(1 being the least preferred and 5 being the most preferred)</i> . Please tick the relevant box:	1	2	3	4	5
Microsoft Access					
Microsoft Outlook					
Microsoft PowerPoint					
Microsoft Excel					
Microsoft Excel Expert					
Microsoft Word					
Microsoft Word Expert					
Section 4: Additional Comments					
What do you hope to gain by attending this Programme? Please list all areas that you feel are relevant.					

