

PASTEL 2009 TRAINING

Pastel 2009 Certified Trainer

You will gain the experience and skills to train the Pastel 2009 range of end user courses.

Entrance Requirements

Course pre-requisites:

- Passed the assessments for the Pastel Practitioner, which includes Partner Intermediate and Advanced or
- Passed the assessments for the Pastel Evolution Practitioner

Learners are required to collect or have sent to them the manual for the course two weeks before going on the course. It is imperative that you pre-learn the first lesson of the course. You will be required to write an assessment covering the first lesson on the first day of the training course.

This certification must be renewed with each new version of Pastel released.

Target Learners

This training course is designed to offer experienced Pastel Practitioners the knowledge and skills necessary to become effective and efficient Pastel product trainers.

Delivery Methods

Pre-course self learning, instructor-led, group-paced, classroom-delivery learning model, with structured hands-on activities.

Benefits

There are many training centres that require Pastel Certified Trainers. Your certification enables you to seek employment at one of these training centres, as well as becoming a one-on-one trainer who will receive referrals from Pastel. You will be added to the Pastel database of recognised trainers.

Once you have passed the assessment, you will have a Pastel accredited certificate in the most widely used computerised accounting package in South Africa.

Course Outline

Introduction to Training:	Why is training important?; Difference between education, training and development; Competence
Legal Framework:	OBET; Legal prescripts guiding the training function
Roles and Responsibilities of a Trainer:	Roles and responsibilities of a trainer; Qualities that make an effective trainer; Skills of a trainer
Needs Analysis:	What is needs analysis?; Needs analysis and research; Types of needs analysis; Benchmarking

Determining the Outcomes:	What is an outcome?; Why do we use outcomes? When and where do we use outcomes?; Unit Standards
Plan & Prepare:	Adult vs child learner; Training methodologies; Learning Styles; Ergonomics; Lesson plan
Conduct the Learning Event:	Effective presenters; Powerful presentations; You the presenter; Effective facilitation; Facilitation Skills
Evaluate:	Monitor the learner's progress; Remedial measures; Review and learner evaluation

Assessments

There are three assessments in this course – one practical and two theory. A theory assessment is done on the first day to determine the skills of the student. The final theory and practical will be done on the last day of the course.