

**Associate Trainer Panel**

**Application Form**

**Please complete ALL sections**

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| **1. Contact details** | |
| **Name** |  |
| **Address** |  |
| **Mobile number** |  |
| **Email address** |  |

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| **2. Relevant qualifications** Please include training qualifications and subject specific qualifications. |
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| **3. Psychometric Testing qualifications** Please list any relevant qualifications. |
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| **4. Relevant experience** Please give an indication of your professional background. |
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| **5. Areas of expertise** What do you consider to be your particular area of expertise? Please give details. |
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| **6. Do you have experience preparing/delivering training via e-learning?** | | | |
| **Yes** |  | **No** |  |
| If yes, please give details. | | | |
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| **7. Please give details of relevant training delivered to other organisations** Profile of participants, educational level, QQI or similar accreditation, dates delivered etc. |
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| **8. References** Please give details of two organisations you have recently worked with as a trainer. Include an overview of the types of training delivered and contact details of your point of contact. |
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| **9. Training commitments** Please give details of any current training commitments. |
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| **10. Subject areas**  Please select the subject area(s) you would be interested in delivering. | **X** |
| **People Management**  Performance Management, Coaching, Mentoring, HR Policies and Procedures, Managing Teams, Delegation, Motivation, Conflict Resolution, Facilitation Skills, Competency-Based Interviewing etc. |  |
| **Strategic Management**  Developing a Strategic Focus, Project Planning and Management, Managing Change, Developing High Performance Teams, Motivational Skills etc. |  |
| **Personal Effectiveness**  Stress Management, Building Resilience, Time Management, Problem Solving, Giving Presentations, Communication Skills, Personal Development Planning, Negotiation/Influencing Skills etc. |  |
| **Customer Service**  The Customer Journey, Handling Difficult Situations, Assertiveness, Communication and Listening Skills, Interpersonal Skills etc. |  |

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| **11. Regions**  Please select the regions where you would be available to deliver training. | **X** |
| Dublin and North East |  |
| Dublin and Mid-Leinster |  |
| South and South West |  |
| North/North West and Border Counties |  |

**Payment**

* The hourly rate for training is €60 plus travel expenses where incurred.
* The rate includes course preparation, assessment and evaluation activities where required.

**Please complete and return via email to** [**jobs@shrc.ie**](mailto:jobs@shrc.ie)

**Closing date: Friday 28th July 2017**