

**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. Professional 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 writing content for self directed online courses?** |
| **Yes** |  | **No** |  |
| If yes, please give details. |
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| **7. Please give details of relevant management and soft skills 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 for your client. |
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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**While our tutor led training has moved to online platforms like Zoom, please select the regions where you would be available to deliver training in a face-to-face capacity once public health advice changes in relation to Covid-19. | **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.