



Competency-Based Training for Dangerous Goods Instructors

5-day classroom course (40 hours)

This course is recommended for Instructors of Dangerous Goods training, in accordance with IATA's 'Dangerous Goods Training Guidance' and as referenced in IATA's DGR - section 1.5.

Under a Competency-Based Training and Assessment (CBTA) approach, the instructor plays a critical role in facilitating the trainees' progression toward their achievement of relevant competencies. The instructor is also required to be actively involved in evaluating the effectiveness of the training program to support continuous improvement. In this course, you will acquire techniques and strategies to plan robust CBTA-compliant dangerous goods training programs. You will learn how to develop training sessions, impart knowledge through active learning, sequence learning activities to ensure an effective mix and flow, and conclude training sessions with an emphasis on a competency-focused approach. You will have ample opportunities to learn and practice a variety of core techniques to lead adult learning, communication and presentation skills, and effective facilitation techniques. Furthermore, you will obtain practical, workable solutions for successful classroom management and media usage.

Objectives

Upon completion of this course, you will be able to:

Apply a regulatory framework using a CBTA approach

Recognize CBTA concepts and their benefits to all stakeholders

Recognize the "analyse, design and develop" process and apply it to dangerous goods training

Implement a competency-based training and assessment strategy and plan

Acquire techniques and strategies to plan and deliver robust CBTA compliant dangerous goods training programs

Contribute to the overall effectiveness and quality of the training program

Target audience

- Dangerous Goods instructors, trainers and assessors
- Supervisors and line managers involved in training and assessment
- Companies aiming to obtain IATA CBTA Center certification

Recommended level

- Intermediate

Key topics

- Interpreting CBTA concepts, principles, benefits
- Understanding competency factors
- Recognizing stakeholders and their roles and responsibilities in CBTA
- Using a CBTA approach to develop, implement, and execute effective instructional and assessment plans
- Understanding and applying adult learning principles
- Learning practical facilitation techniques
- Applying facilitation techniques for effective classroom management in face-to-face or virtual environments
- Designing engaging visual or electronic aids required for the training unit
- Mastering communication and presentation skills
- Analyzing and evaluating feedback to ensure continuous improvement

Activities

- Lectures and Interactive discussions
- Group work, exercises and presentations

Prerequisites

Participants should have successfully completed a relevant dangerous goods training program and possess a valid certificate attesting the same.

Certificate awarded

An IATA Certificate is awarded upon successful completion of the course and final examination.

Table of contents

CBTA framework

- IATA Dangerous Goods Training Guidance
- What is CBTA
- Competency-based training and assessment concepts
- Competency factors
- Principles of CBTA
- Roles and Responsibilities of stakeholders
- Benefits of CBTA in DG training
- Framework for the implementation of CBTA

Adult learning

- Understanding and applying adult learning theory
- ADDIE Model (Analysis, Design, Development, Implementation, Evaluation)
- Training needs analysis process and its components
- Using adult learning theory effectively in a DGR training program
- Leveraging adult learner differences
- Bloom's Taxonomy

Content and assessment planning

- Factors in training plan design
- Factors in assessment plan design
- Instructional methods for blended delivery (classroom, virtual)
- Training in accordance with assessment and training plans.
- Setting expectations and standards

Evaluate the Training and Assessment Program

- Training effectiveness factors
- Gathering reliable evidence for evaluation
- Analyzing collected data and formulating improvement action plan

Facilitating DGR Training

- Role of facilitators
- Mastering facilitation techniques
- Training with confidence
- Asking and answering questions
- Dealing with conflict in classroom
- Effective strategies for face to face or virtual delivery
- Classroom setup, management, rules and policies
- Mastering media and visual/digital aids
- Icebreakers and energizers to promote discussions
- Classroom conduct and decorum
- The use of activities or games to facilitate learning

Practical application

- In-class group discussions and exercises
- In-class individual presentations

Examination

- Course review
- Final examination

