

€ TRAINING

Training Design





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Introduction:

This training program offers participants comprehensive instruction on the principles and methodologies of designing effective training programs. It equips them with the skills and knowledge necessary to create impactful training experiences that address organizational needs and enhance employee performance.

Program Objectives:

At the end of this program, participants will be able to:

- Understand the principles of instructional design and adult learning theory.
- Analyze training needs and develop clear learning objectives.
- Design engaging and interactive training programs using a variety of instructional methods and techniques.
- Develop assessment strategies to measure the effectiveness of training programs.
- Apply best practices for delivering effective and impactful training sessions.

Targeted Audience:

- Training and development professionals.
- Human resources professionals.
- Managers and team leaders responsible for training their teams.

Program Outline:

Unit 1:

Introduction to Training Design:

- Understanding the role of training in organizational development.
- Principles of instructional design and adult learning theory.
- The ADDIE model Analysis, Design, Development, Implementation, Evaluation.
- Key components of effective training programs.

Unit 2:

Analyzing Training Needs:

- Conducting a training needs assessment.
- Identifying learning objectives and performance outcomes.
- Analyzing the target audience and learning context.
- Identifying constraints and opportunities for training.

Unit 3:

Designing Learning Experiences:

- Selecting appropriate instructional methods and techniques.
- Developing engaging learning activities and materials.
- Incorporating multimedia and technology into training design.
- Designing for accessibility and inclusivity.

Unit 4:

Developing Assessment Strategies:

- Developing assessment tools and instruments.
- Formative vs. summative assessment strategies.
- Assessing learning outcomes and measuring training effectiveness.
- Providing feedback and evaluating participant performance.

Unit 5:

Delivering Effective Training Sessions:

- Planning and preparing for training delivery.
- Engaging participants and managing group dynamics.
- Facilitating learning activities and discussions.
- Handling challenging situations and maintaining participant motivation.