€TRAINING

Certified Training and Development Professional

26 - 30 August 2024
Boston (USA)

Certified Training and Development Professional

Introduction:

This program is exclusively designed to prepare participants for the certification exam, in this program will signifying their expertise in designing, implementing, and evaluating impactful training programs aimed at organizational growth. Becoming a Certified Training and Development Professional equips professionals with essential skills in adult learning and organizational development strategies, enabling them to create empowering learning cultures that drive organizational success.

Program Objectives:

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

- Master training program design.

- Implement effective training initiatives.

- Evaluate training effectiveness.

- Apply adult learning principles.

Targeted Audience:

- Training and development professionals.

- HR managers.

- Learning and development specialists.

- Educators and trainers.

- Career changers interested in training roles.

Program Outlines:

Unit 1:

Fundamentals of Training and Development:

- Introduction to training and development.

- Adult learning theories and principles.

- Needs assessment and gap analysis.

- Designing effective training programs.

- Legal and ethical considerations in training.

Unit 2:

Training Program Implementation:

- Planning and scheduling training sessions.

- Facilitation and delivery techniques.

- Technology integration in training delivery.

- Handling learner challenges and feedback.

- Ensuring training accessibility and inclusivity.

Unit 3:

Training Evaluation and Improvement:

- Methods for evaluating training effectiveness.

- Collecting and analyzing training data.

- Feedback mechanisms and surveys.

- Continuous improvement strategies.

- Reporting and communicating training results.

Unit 4:

Learning and Development Strategies:

- Designing personalized learning paths.

- Coaching and mentoring techniques.

- Developing leadership and soft skills.

- Incorporating gamification and interactive learning.

- Adapting training for diverse learner needs.

Unit 5:

Preparation for Certification:

- Understanding the certification exam structure.

- Reviewing key concepts and domains.

- Practicing exam-style questions and scenarios.

- Developing test-taking strategies.

- Accessing additional resources and support for exam preparation.

Note: This program designed to prepare participants for the certification exam only.