€TRAINING

Certified Training and Development Professional CTDP

3 - 7 November 2024
Amman (Jordan)

Certified Training and Development Professional CTDP

Introduction:

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

This training program is designed to enhance participants' understanding of the fundamentals of training and development, providing them with effective tools and techniques for designing and implementing successful training programs. It enables 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.

- Prepare for the certification exam.

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.

- Sample exam questions and their potential answers.

- Accessing additional resources and support for exam preparation.

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