

€ TRAINING

Building an Internal Training System for Your
Organization



23 - 27 March 2025
Amman (Jordan)



Building an Internal Training System for Your Organization

REF: H977 DATE: 23 - 27 March 2025 Venue: Amman (Jordan) - Fee: 3550 Euro

Introduction:

This training program provides a structured approach to designing and implementing an internal training system tailored to organizational needs. It empowers participants to develop effective training strategies, create engaging content, and measure training effectiveness to enhance employee performance and organizational success.

Program Objectives:

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

- Understand the fundamentals of building an internal training system.
- Develop tailored training programs aligned with organizational goals.
- Design engaging and impactful training content.
- Implement effective training delivery methods.
- Evaluate and measure the effectiveness of training programs.

Targeted Audience:

- Training Managers.
- Human Resources Professionals.
- Learning and Development Specialists.
- Organizational Development Managers.
- Senior Executives.

Program Outline:

Unit 1:

Fundamentals of Internal Training Systems:

- Understanding the importance of internal training.
- Key components of an effective training system.
- Aligning training programs with organizational goals.

- Conducting training needs assessments.
- Best practices for designing a training framework.

Unit 2:

Developing Tailored Training Programs:

- Identifying training needs and objectives.
- Creating a training plan that meets organizational requirements.
- Customizing training programs for different departments and roles.
- Ensuring compliance with industry standards and regulations.
- Examples of successful training programs.

Unit 3:

Designing Engaging Training Content:

- Techniques for developing interactive and engaging content.
- Utilizing multimedia and technology in training design.
- Crafting clear and concise training materials.
- Adapting content for different learning styles.
- Best practices for content delivery and learner engagement.

Unit 4:

Implementing Effective Training Delivery Methods:

- Selecting appropriate training delivery methods.
- Classroom training, e-learning, and blended learning approaches.
- Facilitating effective training sessions.
- Leveraging technology for remote and virtual training.
- Ensuring consistency and quality in training delivery.

Unit 5:



Evaluating and Measuring Training Effectiveness:

- Methods for assessing training impact and effectiveness.
- Collecting and analyzing feedback from participants.
- Measuring ROI and performance improvement.
- Continuous improvement strategies for training programs.
- Reporting training outcomes to stakeholders.