



DESIGN, ASSESS & Implement your Training Modules Creatively

Course Introduction:

Designing a training program is a road map that shows a starting point and a finishing point, along with all the places we need to pass or explore along the way. Without a road map, we would be able to start a journey, but we would not know where we are going or when we have reached our destination.

A well-designed program or session plan allows the trainer to proceed with his/her training smoothly in the correct sequence and relevant content intended for a training program with a clear purpose or outcome for learning development. A training program design becomes an important document for the trainer in providing a map and a checklist to accomplish a desired training program.

This program is geared towards building successful training programs in a creative, comprehensive and logical sequence for the learner's and organizational needs

Course Objectives:

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

- Understand the training cycle
- Gather information from the training needs for program design
- Write learning outcomes in objective terms
- Prepare the training content
- Use training methodologies – role play, simulations, games and others
- Match domain to delivery and assessment
- Structure the training program

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Who Should Attend?

- Training & Development Managers
- HR Managers

Course Outline:

Introduction to Designing a Training Program

- Key words and phrases
- Key concepts in action
- Training terminology
- Glossary of training terms
- Samples of design documents

Gathering Information on Training Needs for Designing the Program

- Understanding the importance of Needs Analysis
- Information needed to design the program
- Best sources available for the information
- How and whom the information is given

Preparing the Program Specification Document

- Documenting the information about training needs using the design document as a checkpoint
- Specifying factors
- Executing the program document specification

Conducting the Design Meeting

- Preparation for the meeting
- The design meeting

Preparing the Design Document

- The overall flow of the program and arrangement of units
- The objectives of the program and of each unit
- The methodology and activities to be used in each unit
- The timing of each activity
- Enough detail about the activities to enable others to identify the materials needed and to prepare the materials

Gathering Information for Program Materials

- Preparation for the interview
- During the interview
- After the interview

Writing Materials

- Preparation
- Writing
- Preliminary testing

Reviewing Materials against the Design Document

- Review the written program materials against the design document for intended function
- Review that materials meet the specification of the design document
- Review for general quality of writing and interest
- Review that the materials fit the design

- Review and identify possible problems with the materials
- The nine step procedure to review materials

Conducting the Material Test

- Before the materials test
- During the materials test
- After the materials test

Holding the Pilot Program

- Preparation for the session
- During the session
- After the session

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

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Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session



