



MODERN METHOD

In Training & Development

Course Introduction:

Training and Development is historically a major investment for any organization, sometimes it can be difficult to quantify the effects on the bottom line of the business. This can be attributed to a number of factors namely; poor assessment of the need/benefit, unclear outcomes or unrealistic expectations from either an organizational or individual perspective.

The challenge is to achieve the “best value” possible on any investment of this nature. That said, if addressed in a professional manner it is potentially the most value adding activity for both the individual and the organization. Training staff play a vital role in ensuring best value is achieved, providing they are equipped with and use the appropriate tools and techniques. This program addresses “best value” in terms of the whole training/development activity by:

- Ensuring that any training conducted has a positive impact on the bottom line of the business
- Understanding your own business, (and it’s changing needs) therefore how best you can illustrate/demonstrate results of the training interaction
- Gaining an understanding of the most appropriate learning styles for both individuals or from a task perspective and put this into practice
- Developing a range of skills including consultancy, training needs analysis, validation and evaluation techniques
- Developing your own skills and style to really make a difference through your value-added activities

Course Objectives:

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

- Specify how effective Training & Development solutions can contribute to the business performance
- Reposition the way Training & Development is currently viewed in your organizations
- Consider the most appropriate administrative techniques and systems
- Develop a model of best practice for the delivery of a Training staff role
- Apply a new 4 quadrant analysis model for analyzing individual performance issues
- Be able to describe the full training cycle including evaluation/validation and plans for improvement
- To develop (during the program) and then implement an action plan on your return to your work, with the view to significantly improving your effectiveness in training activities

Who Should Attend?

- Individuals whose main responsibility is the co-ordination of training activities - either working with line managers to agree training needs, organizing training events, selecting programs or internal/external providers

- Full time T&D or HR specialists - including line managers with responsibility for the training and development of their people
- Anyone wishing to enhance/update their knowledge and understanding of what is involved when conducting training co-ordination, including anyone in an administrative role
- Professionals who wish to assess new approaches for Training Coordinators - perhaps with the opportunity to consider how they might improve their own Training coordinators performance

Course Outline:

DAY 1 - Training & Development, Delivering the Business Needs

- Introduction and programs objectives
- Keeping up with change in organizations including case studies illustrating both best practice and bad practice
- Aligning Training & Development to the business needs
- Examine the relationship between Training & Development activities and organizational success including case studies
- Positioning Training and Development to deliver strategic success
- Review of day one

DAY 2 - The Role of the Training Staff

- Understanding the skills and attributes of a Training staff - exercise
- How do people learn? Adopting the right approach and considering options - exercise
- Taking account of individuals' preferred learning styles - questionnaire and exercise
- Resource planning and administrative techniques
- Managing your own development
- Review of day two

DAY 3 - Training Needs Analysis - from Corporate to Individual needs

- Appreciating the relationship between T&D and performance
- Identifying what's needed at level one - Corporate needs including case study to bring the T&D cascade process to life
- Identifying what's needed at level two - departmental needs
- Identifying what's needed at level three - teams including Team Development Plans (TDP)
- Identifying what's needed for level four - for individuals including Personal development Plans (PDP)
- Review of day three

DAY 4 – Examination of various Validation and Evaluation Techniques

- Delivering improvements using - "SMART" objectives

- Application of the 10 step training model using a case study and group discussions
- Applying Validation Techniques and Methodologies
- How to construct Evaluation Surveys and implement improvements
- How to present results - evaluation in action - case studies
- Review of day four

DAY 5 - The Role of the Training staff - Back to Work Planning

- Understanding the Training and Development Budget Planning Process and case study
- Individual action planning, and agreeing priorities
- Review and program recap
- Presentation of certificates

Course Certificate:

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

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
- Discussion
- Presentation

Course Fees:

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

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

