



GETTING RESULTS Through Training

Course Introduction:

Once training is completed, analyze the end result to make sure there has been a quantifiable benefit. Just because people attend a training program doesn't mean that they learn anything from it, so you want to make sure you are getting your money's worth. What did employees think of the program offered? Is financial staff who participated applying the knowledge to their daily work? Are you seeing noticeable changes in their skills and knowledge? Be sure you are giving your staff opportunities to demonstrate their newly enhanced abilities. For instance if someone has attended a course on piping design, allow him or her to put this training into practice the next time a key evaluation scheme is planned.

This program is design to provide participates with the knowledge, techniques and skills on how to get results through training.

Course Objectives:

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

- Effectively use and application of training and development in organization
- Understand the training cycle and model application which is effective at workplace.
- Know the various stages of evaluation process and application.
- Adapt ROI process in the system and its' application in each stage.
- Identify various techniques that promote training and measurement.
- Know the ROI calculation and measurement in getting results through training.

Benefit of the training program:

- Learn variety of techniques in measurement of training
- Direct application and see results
- Benchmark best practices in the industry

Who Should Attend?

This course is intended for directors, managers, HR and personnel managers, department heads, team leaders or supervisors who wish to accurately measure the results from staff training.

Course Outline:

Training and Development

- Introduction and expectation
- What is training and development
- Training Approach of today
- Training cycle – ADDIE Model

- Adult learning theory and application
- What is new....Learning and development
- Training need analysis and its concepts
 - 3 levels

Evaluation and Measurement

- Evaluation methodology
 - 4 level of evaluation –“The Kirkpatrick Principles”
- Level 1 – Reaction
 - Understanding and application
 - Designing the methodology
- Level 2 - Learning
 - Understanding and application
 - Designing the methodology
- Level 3 – Application
 - Understanding and application
 - Designing the methodology
- Level 4 – ROI
 - Understanding and application
 - Designing the methodology
- Measurement methodology

Measuring Results

- Shifting paradigms
- 6 Types of Data
- ROI process
 - Framework
 - Use impact & ROI analysis
 - Application
- ROI Calculation
- 12 guiding principles
- Result based solution
- Collecting Data
 - Converting data to money
- Tabulating program cost
 - Intangible benefits
- ROI best practice
- Measurement for Success

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