ICTD

المركز العالمي للتدريب والتطوير

International Centre For Training & Development

TRAINING & DEVELOPMENT

Management

Course Introduction:

Training and development management (TDM) has evolved significantly over the past few years. In today's competitive landscape, rapid innovation and the ever-increasing emphasis on the knowledge worker means that training and development has become a vital component of business strategy. This highly training course provides a comprehensive overview of the theory and practice of training and development.

Course Objectives:

By the end of this course you will be able to:

- Learn to professionally, effectively and ethically manage training and development within any business or industry.
- Explore global trends in organizational, cultural, and management development initiatives, as well as contemporary management development approaches and methods, as well as understand the factors that influence training and development.

Who Should Attend?

- HR managers,
- Training managers and coordinator
- Training Specialist

Course Outline:

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- Introduction to training and development
- Analyzing training needs
- Integrating education, training and development in organizations
- Selecting learning methodologies
- Designing and developing training programmed
- Implementing training programmed
- Evaluating training programmed
- Supporting organizational change through training
- Exploring trends in Human Resource Development
- Integrating technology

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 Questionaires
- Group Work
- Discussion
- Presentations

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.

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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