

Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

Developing Your Training Program

Course Overview

Training is an essential element of development in any organization. Being knowledgeable and continuing to learn throughout your career can make you a very valuable asset. We also know that training and orientation (or 'onboarding') for newly hired employees is a key factor in retention.

This two-day workshop is designed for a trainer who wants to develop training programs which are meaningful, practical, and will benefit both trainees and the organizations they work for.

Course Objectives

This two-day workshop will teach delegates how to:

- Describe the essential elements of a training program.
- Apply different methodologies to program design.
- Demonstrate skills in preparation, research, and delivery of strong content.
- Use an instructional model.
- Create a training program proposal.

Prerequisite

There are no prerequisites.

Target

This course is for Administrators, Training Coordinators, Managers, HR Managers, Training and Development Managers or anyone who is involved in coaching or mentoring others.

Duration

- 2 Days



Course Outline

Program Design

This session will explore some things that need to be considered before committing to developing a training program. Delegates will look at some situations where training is not appropriate and some alternatives to training.

Identifying Needs

Delegates will look at how to determine what training is really necessary using the ICE method: Isolate, Consult, and Evaluate.

The Training Model

Next, delegates will explore a seven-step instructional systems design model. They will focus on adult learning and some basic principles that apply to developing training.

The Program's Basic Outline

Next, delegates will learn how to create the basic outline for the program by writing objectives for knowledge, skills, and abilities (KSA's).

Evaluation Strategies

Of course, it's hard to know what you want to teach without knowing how you'll know you've taught it. This session will look at evaluation methods and how they tie into learning objectives.

Defining Your Approach

This session will look at a basic method that delegates can use to design their program. They will explore some specific learning tools, including demonstrations, case studies, guided teaching, study groups, role plays, games and simulations, and e-learning.

Researching and Developing Content

Now that delegates have a framework for the design of the program, delegates will learn where to find the content. They will also talk about fads and copyright issues.

Pre-Assignments in Training

This session will explore the value of pre-assignments through a pre-assignment.

Choosing Openings and Energizers

Delegates will talk about how to start off training, different types of games, and some ways to make sure the game doesn't fall flat.

Training Instruments, Assessments, and Tools

Pre-designed testing tools can help with many training topics. This session will discuss how to make the most of these tools.

Creating Supporting Materials

Most trainers prepare notes for themselves to use as they are teaching their program. This session will look at some other materials that can enhance their training program, including student guides, handouts, and electronic slides.



Testing the Program

Delegates will discuss ways to test their training program before they deliver it.

Creating Proposals

Delegates will learn how to organize and write a training proposal, and then they will apply the knowledge to a case study.

Building Rapport

Delegates will discuss some ways to ensure that their proposal gets approved.

Pulling it all Together

To conclude the course, delegates will work together to create individual action plans.