Training Design, Facilitation & Implementation



HRD250
HR, Training & Development

COURSE TITLE

Training Design, Facilitation & Implementation

COURSE DATE/VENUE

01st - 05th Jan 27'

London, UK

COURSE REFERENCE

HRD250

COURSE DURATION

05 Days

DISCIPLINE

HR, Training & Development

COURSE INTRODUCTION

Welcome to the "Training Design, Facilitation & Implementation" course! This comprehensive 5-day program is designed for individuals seeking to enhance their skills in creating, delivering, and successfully implementing training sessions. You could be a newbie or a seasoned trainer, this course will definitely provide you with the tools and knowledge necessary to excel in the dynamic world of training and development.

COURSE OBJECTIVE

Upon successful completion of this course, the delegates will be able to:

- Develop a deep understanding of adult learning principles and how to apply them in training design.
- Master the art of creating engaging and effective training materials suitable for diverse audiences.
- Hone facilitation skills to confidently lead training sessions, manage group dynamics, and handle challenging situations.

- Acquire strategies for seamless training implementation, including logistical planning and resource management.
- Learn to evaluate training effectiveness and continuously improve training programs.
- Foster a training culture within organizations and promote ongoing professional development.

COURSE AUDIENCE

The "Training Design, Facilitation & Implementation" course is designed for a diverse audience of professionals who are involved in or responsible for training and development within their organizations. The course caters to individuals at various levels of experience and roles. The primary audience includes:

- Trainers and Facilitators
- Human Resources (HR) Professionals
- Managers and Team Leaders
- Learning and Development Specialists
- Organizational Development Practitioners
- Anyone Interested in Training Design

COURSE CONTENT

Day 1: Foundations of Training Design

- Introduction to Training Design, Facilitation, and Implementation
- Understanding Adult Learning Principles
- Identifying Training Needs: Conducting Training Needs Assessments
- Setting Clear Training Objectives
- Designing Effective Training Programs
- Selecting Appropriate Training Methods and Tools

Day 2: Creating Engaging Training Materials

- Developing Compelling Training Content

- Utilizing Multimedia and Technology in Training
- Designing Interactive Activities and Exercises
- Adapting Materials for Different Learning Styles
- Ensuring Inclusivity and Accessibility in Training Materials
- Review and Hands-on Practice

Day 3: Mastering Facilitation Skills

- The Role of the Facilitator
- Effective Communication in Training
- Managing Group Dynamics and Participation
- Handling Challenging Situations and Participants
- Facilitating Virtual Training Sessions
- Practice Facilitation with Feedback

Day 4: Implementation Strategies

- Planning and Organizing Training Events
- Logistics and Resource Management
- Preparing Trainers and Participants for Implementation
- Evaluating Training Effectiveness
- Continuous Improvement and Iterative Feedback
- Case Studies and Real-world Scenarios

Day 5: Bringing it All Together

- Integration of Design, Facilitation, and Implementation
- Building a Training Culture within Organizations
- Developing a Personal Action Plan
- Final Presentations
- Q&A and Reflection on the Course

COURSE CERTIFICATE

TRAINIT ACADEMY will award an internationally recognized certificate(s) for each delegate on completion of training.

COURSE FEES

£5,500 per Delegate. This rate includes participant's manual, Hand-Outs, lunch, coffee/tea on arrival, morning & afternoon of each day.

COURSE METHODOLOGY

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions