

Expert Training & Development

Duration: 5 Days

Language: en

Course Code: MG2-173

Objective

Upon completion of this course, participants will be able to:

- Articulate the strategic importance of training, emphasise the alignment of training initiatives with organisational strategy, advocate for training across all levels, and foster collaboration with managers and supervisors.
- Formulate practical approaches for conducting Training Needs Assessments (TNA), ensuring the thorough identification of learning requirements within the organisation.
- Explore strategies for identifying and selecting internal trainers and engaging external consultants to supplement training efforts.
- Illustrate the effectiveness of training programs through comprehensive evaluation, spanning from participant reactions to quantifiable Return On Investment (ROI).
- Understand essential competencies for training professionals, delineating key behaviours and actions necessary for success in the field.

Audience

This course is designed for anyone responsible for developing an in-house training programme within a business. I would be most beneficial for:

- Business Owners
- Training & Development Professionals
- Special Skills Learning Assistants
- SEN Professionals
- Onboarding Personnel
- Recruiters
- Project Managers
- Workshop Coordinators

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will receive various learning style assessments to determine the different learning styles that could occur within a range of trainees.
They will then work together to understand how different learning activities could be presented to maximise the gains from a successful training group. They will also work to discover the best people to roll out training sessions and understand the importance of finding the right subject matter experts for the job.

Summary

Becoming a training and development expert requires education, experience, and skills. These roles identify the organisation's skill gaps and learning needs. Conducting thorough assessments can determine where employees require training to enhance their performance and contribute more effectively to the company's goals.

Dedicated training and development professionals design and implement programs to address these needs. They ensure that the training initiatives align with the organisation's objectives and are delivered efficiently to maximise their impact.

These roles facilitate the transfer of knowledge and expertise within the company. Providing employees with continuous learning and skill development opportunities helps foster a culture of innovation and growth. Training and development specialists play a crucial role in talent retention. Employees are more likely to stay with a company that invests in their professional development and offers opportunities for advancement.

Dedicated training and development roles within a business are essential for fostering a skilled workforce, driving organisational success, and maintaining a competitive edge in the marketplace.

Course Content & Outline

Section 1: The Approach of a New Training Strategy

- Understanding the fundamentals of instructional design.
- Implementing effective training delivery methods.
- Assessing training needs within the organisation.
- Incorporating technology into training strategies.
- Fostering a culture of continuous learning and development.
- Evaluating the impact and effectiveness of training programmes.
- Managing change and resistance during training implementation.
- Developing strategies for training measurement and evaluation.
- Addressing diversity and inclusion in training initiatives.
- Enhancing employee engagement through training opportunities.

Section 2: Training Coordination & Competencies

- Importance of competency development.
- Effective training needs assessment.
- Designing training programs.
- Delivery methods and techniques.
- Training evaluation and feedback.
- Managing training resources.
- Developing training plans and schedules.
- Legal and ethical considerations in training coordination.

Section 3: Your Role as a Training & Development Professional

- Building training partnerships and collaborations.
- Communication skills for training coordinators.

- Conflict resolution in training environments.
- Continuous improvement in training processes.
- Technology integration in training coordination.
- Cultural sensitivity in training design and delivery.

Section 4: Finding Subject Matter Experts

- Identifying subject matter experts (SMEs).
- Understanding the role of SMEs in training and development.
- Strategies for recruiting SMEs.
- Establishing criteria for selecting SMEs.
- Building relationships with SMEs.
- Communicating expectations to SMEs.
- Conducting needs assessment with SMEs.
- Collaborating with SMEs in curriculum development.
- Leveraging SME expertise in training delivery.
- Managing SME contributions and time commitments.
- Recognising and rewarding SMEs.
- Addressing challenges in working with SMEs.
- Ensuring knowledge transfer from SMEs to trainees.
- Evaluating SME performance and impact on training outcomes.
- Continuous improvement strategies for engaging SMEs.

Section 5: Understanding Different Learning Styles

- Visual learning style.
- Auditory learning style.
- Kinesthetic learning style.
- Reading/Writing learning style.
- Understanding individual learning preferences.
- Adapting teaching methods to different learning styles.
- Creating inclusive learning environments.
- Incorporating technology to cater to diverse learning styles.
- Assessing and accommodating learning styles in educational settings.
- Supporting learners with various learning preferences.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Human Resources Management (HRM), Management & Leadership, Project Management

Tags

Development, Training, Training Development, Experts

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