



HARNESS THE POWER
OF KNOWLEDGE

Employee Training and Development Excellence

TRAIN



Course Overview:

The Employee Training and Development Excellence course is designed for HR professionals, trainers, and organizational leaders seeking to enhance their skills in designing, implementing, and evaluating employee training and development programs. Over five days, participants will explore the principles of training needs analysis, program design, delivery methods, evaluation techniques, and the importance of continuous learning.

Course Goals:

Upon completing this course, participants will be able to:

- 1- Understand the importance of employee training and development in enhancing organizational performance
- 2- Conduct comprehensive training needs assessments
- 3- Design effective training programs aligned with organizational goals
- 4- Implement various training delivery methods and techniques
- 5- Evaluate training effectiveness and measure ROI
- 6- Foster a culture of continuous learning and development within their organizations

Course Structure:

Day 1: Introduction to Employee Training and Development

- The Role of Training and Development in Organizational Success
- Historical Evolution of Training and Development
- Aligning Training with Organizational Goals
- Legal and Ethical Considerations in Training
- Benefits of Employee Development Programs
- Group Discussion: Training Challenges and Expectations

Day 2: Training Needs Analysis

- Conducting a Training Needs Assessment
- Identifying Skill Gaps and Performance Issues
- Targeted vs Comprehensive Needs Analysis
- Competency Models and Mapping
- Prioritizing Training Needs
- Practical Exercises: Conducting a Training Needs Assessment

Day 3: Training Program Design and Delivery

- Designing Learning Objectives and Outcomes
- Selecting Appropriate Training Methods (Classroom, E-Learning, On-the-Job, etc)
- Designing Training Materials
- Developing Training Curricula
- Effective Facilitation and Instructional Techniques
- Case Studies: Effective Training Program Design

Day 4: Training Evaluation and ROI

- The Kirkpatrick Model of Training Evaluation
- Measuring Reaction and Satisfaction
- Assessing Learning and Skill Transfer
- Evaluating Behavior Change and Application
- Calculating Return on Investment (ROI) for Training

- Group Exercises: Training Evaluation

Day 5: Continuous Learning and Development Culture

- Creating a Learning and Development Culture

- Identifying Opportunities for Continuous Learning

- Developing Action Plans for Enhanced Training and Development

- Strategies for Measuring the Impact of Continuous Learning

- Course Recap, Q&A