

Training
Course

Training & Development Professional

Course Plan

Introduction

The “Training & Development Professional” course is designed to equip individuals with the skills and knowledge necessary to excel in the field of employee training and organizational development. Effective training and development programs are essential for improving employee performance, fostering professional growth, and aligning workforce capabilities with organizational goals. This course provides participants with practical tools, techniques, and strategies to assess training needs, design impactful training programs, deliver training sessions, and evaluate the effectiveness of learning initiatives. Participants will also explore the role of the training and development professional in driving employee engagement and organizational success.

Course Objectives:

- ✓ Understand the role and responsibilities of a Training and Development Professional.
- ✓ Learn how to assess the training needs of an organization or team.
- ✓ Develop skills to design and deliver effective training programs and workshops.
- ✓ Gain knowledge of adult learning principles and how they apply to training.
- ✓ Master the techniques for evaluating the effectiveness of training programs.

- ✓ Explore various training methods, tools, and technologies for engaging learners.
- ✓ Understand how to align training and development strategies with business objectives.
- ✓ Build the ability to foster a learning culture within the organization.

Who Should Attend?

- HR Professionals
- Training and Development Managers
- Learning and Development Coordinators
- Supervisors and Team Leaders
- Organizational Development Professionals
- Corporate Trainers
- Anyone interested in pursuing a career in employee training and development

Training Methods:

- ✓ Online Video material.
- ✓ Presentation.
- ✓ Live Interactive sessions.
- ✓ Course presenter will make extensive use of all tools that will be needed for the virtual environment.
- ✓ Questions & Answers

Course Outline:

Day One

- Introduction to Training & Development
- The Role of a Training & Development Professional
- Understanding the Strategic Importance of Training and Development
- Training Needs Analysis: Identifying Skill Gaps and Organizational Requirements
- Aligning Training Objectives with Organizational Goals

Day Two

- Adult Learning Principles and Their Application in Training
- Designing Effective Training Programs: Step-by-Step Process
- Creating Learning Materials and Resources for Training Programs
- Different Training Methods: In-Person, Online, and Hybrid Approaches
- Developing Interactive and Engaging Training Sessions

Day Three

- Presentation Skills for Trainers: How to Deliver Impactful Training
- Training Delivery Techniques: Handling Groups, Managing Energy, and Overcoming Barriers

- Utilizing Technology in Training: E-Learning, Virtual Classrooms, and Learning Management Systems (LMS)
- Facilitating Group Discussions and Interactive Activities
- Effective Communication Techniques for Trainers

Day Four

- Assessing and Evaluating Training Needs Through Surveys and Feedback
- Setting Clear Training Goals and Learning Outcomes
- Measuring the Success of Training Programs: Evaluation Models (Kirkpatrick, ROI, etc.)
- Developing and Implementing Onboarding and Induction Training Programs
- Addressing Different Learning Styles and Adapting to Learner Needs

Day Five

- Creating a Culture of Continuous Learning and Development
- Coaching and Mentoring in the Training Process
- Dealing with Difficult Learners and Managing Challenging Situations
- Trends in Training and Development: Gamification, Microlearning, and Social Learning
- The Future of Training & Development: Adapting to the Changing Workforce

Training Details

Course Duration	5 Days
Pre-Schedule	7 – 11 Sept 2025
Venue	Ramada Plaza by Wyndham - Istanbul
Training Fees Per Person	KWD 1500 (One Thousand Five Hundred Only)
Course Fees Include	<ul style="list-style-type: none"> ✓ Tuition documentation ✓ Curriculum and Training Handout ✓ Five star Lunch ✓ Completion Certificates