

Training  
Course

**Best Practices in Employee  
Training and Development Skills**



## Course Plan

### Introduction

Employee training and development are critical drivers of organizational success, employee engagement, and sustainable growth. This course provides participants with international best practices, modern methodologies, and practical tools to design, deliver, and manage effective training and development programs. It focuses on building employee capabilities, enhancing performance, and aligning learning initiatives with organizational strategy.

### Course Objectives:

- ✓ Understand the role of training and development in organizational excellence.
- ✓ Apply global best practices in employee learning and development.
- ✓ Design effective and learner-centered training programs.
- ✓ Identify appropriate training methods for different learning needs.
- ✓ Enhance employee skills, competencies, and performance.
- ✓ Utilize modern learning approaches and technologies.
- ✓ Improve employee engagement through development initiatives.
- ✓ Measure the effectiveness of training and development programs.
- ✓ Align training initiatives with business goals.
- ✓ Support continuous learning and professional growth.

## Who Should Attend?

- Learning and Development (L&D) specialists
- Training supervisors and coordinators
- Organizational development professionals
- Controller, training projects
- Talent management specialists
- Anyone responsible for 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 Employee Training and Development
- The Evolution of Workplace Learning
- Best Practices in Training and Development
- Aligning Training with Organizational Strategy
- Identifying Employee Learning Needs

### Day Two

- Competency-Based Training and Development
- Adult Learning Principles (Andragogy)
- Learning Styles and Learner-Centered Design
- Designing Effective Training Programs
- Selecting Appropriate Training Methods

### Day Three

- On-the-Job Training Best Practices
- Coaching and Mentoring for Employee Development
- E-Learning and Blended Learning Approaches
- Using Technology and Digital Learning Tools
- Knowledge Management and Skills Transfer

## Day Four

- Employee Engagement through Learning
- Developing High-Potential Employees
- Leadership and Management Development Programs
- Creating Individual Development Plans (IDPs)
- Measuring Training Effectiveness

## Day Five

- Evaluating Learning Impact on Performance
- Continuous Learning and Development Culture
- Managing Training Budgets and Resources
- Best Practices in Training Documentation and Reporting
- Continuous Improvement in Training and Development

## Training Details

Course Duration	5 Days
Pre-Schedule	11 – 15 Jan 2026
Venue	Doha – Qatar – Massilah Luxury Hotel
Training Fees Per Person	KWD 1650 ( One Thousand Six Hundred Fifty )
Course Fees Include	<ul style="list-style-type: none"> <li>✓ Tuition documentation</li> <li>✓ Curriculum and Training Handout</li> <li>✓ Five star Lunch</li> <li>✓ Completion Certificates</li> <li>✓ Lunch Included</li> </ul>