

TRAINING TITLE

TRAINING DESIGN & FACILITATION

TRAINING DURATION

5 days

TRAINING VENUE AND DATES

ML006	TRAINING DESIGN & FACILITATION	5	22 nd -26 th Jan 2024	\$6,500	Paris, France
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In any of the 5-star hotels. The exact venue will be informed once finalized.

TRAINING FEES

\$6,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks & refreshments.

TRAINING CERTIFICATE

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING OVERVIEW

TRAINING DESCRIPTION

This comprehensive training program on Training Design and Facilitation is designed for professionals who are involved in creating and delivering impactful learning experiences. Whether you are a seasoned trainer seeking to enhance your skills or someone new to the field, this course provides a deep dive into the principles, methodologies, and practical techniques necessary for effective training.

TRAINING OBJECTIVES

At the end of this training course, participants will be equipped with the knowledge, skills, and confidence to design and facilitate effective training programs. The specific objectives include

- **Understanding Training Principles**
- **Mastering Training Design Techniques**
- **Enhancing Facilitation Skills**
- **Utilizing Technology in Training**
- **Implementing and Adapting Training**
- **Continuous Improvement and Flexibility**
- **Training Evaluation and Certification**

DMCT/OL/9/18(Rev3Dt:23/9/18)

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www.definetraining.com

WHO SHOULD ATTEND?

- HR professionals
- Training coordinators
- Managers, supervisors and group leaders

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivate everybody to find the right answers. 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 a daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussion

DAILY OUTLINE

Day 1: Foundations of Training

Introduction to Training & : Designing Effective Training Programs

- Overview of the importance of training in organizational development
- Key principles of adult learning
- Identifying training needs and setting objectives
- Understanding the ADDIE model (Analysis, Design, Development, Implementation, Evaluation)
- Conducting a training needs analysis
- Setting clear learning objectives

Day 2: Designing Engaging Content

Creating Engaging Learning Materials & Technology in Training

- Instructional design principles
- Designing effective presentations and handouts
- Incorporating multimedia and interactive elements
- Exploring e-learning platforms and tools
- Integrating technology for virtual and blended learning
- Addressing challenges in technology-based training

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Day 3: Facilitation Skills

Effective Communication in Training & Facilitation Techniques

- Verbal and non-verbal communication skills
- Managing group dynamics
- Handling questions and feedback
- Icebreakers and energizers
- Group activities and discussions
- Dealing with challenging participants

Day 4: Implementing and Adapting Training

Implementation Strategies & Continuous Improvement and Flexibility

- Planning and organizing training sessions
- Overcoming common challenges during implementation
- Adapting training for different audiences and contexts
- Collecting feedback and evaluation data
- Analyzing training effectiveness
- Making adjustments for continuous improvement

Day 5: Evaluation and Certification

Training Evaluation

- Different levels of evaluation (reaction, learning, behavior, results)
- Using evaluation data to improve future training programs
- Group projects and presentations
- Final reflections and Q&A

NOTE:

Pre & Post Tests will be conducted.

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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