

Course Title

TRAINING AND DEVELOPMENT

Training Duration

5 days

Training Venue and Dates

Ref. No. SS086	Training and Development	5	01 - 05 December 2025	\$6,500	London, U.K.
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In any of the 4 or 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 & Lunch.

Training Certificate

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

COURSE DESCRIPTION:

Training and development skills are the key for changing developmental activities from cost, to investment. Participants will be introduced to different skills for identifying needs for the training or development, designing training program, and managing the training program. Participants will understand the best-fit evaluation for a [program, and how to calculate the return on investment from program

COURSE OBJECTIVES:

At the end of the session, participants will understand:

- ❖ The training and development process
- ❖ ISD model of training and development
- ❖ Coordinating training activities
- ❖ Evaluate training providers and prepare a training RFP (Request For proposal)
- ❖ Create a work environment that will facilitate transfer of training
- ❖ Return on Investment

WHO SHOULD ATTEND?

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

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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 motivating 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 the multiple-choice type will be made available on a daily basis to examine the effectiveness of delivering the course.

All presentations are made in excellent colorful power point. Very useful Course Materials will be given.

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

COURSE OUTLINE

Day 1 The training and development process

- Defining terms
 - Training
 - Development
 - Human resource development
- Benefits of training and development
- Training as an investment
- ROI
- Main reasons training programs fail

Day 2: ISD model of training and development

- Instructional Systems Development (ISD)
- Needs analysis
- Training design and delivery
- Training evaluation

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Day 3: Coordinating training activities

- Preparing a training tasks timeline
- Training announcement templates
- The training site
- Seating arrangement
- Opening training courses
 - Training logistics checklist
 - Welcome message

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Day 4: Evaluate training providers and prepare a training RFP (Request For proposal)

- Monitoring course progress
- Closing training courses
- Feedback forms Post training action plans
- Certificates
- Closing speech and reminders

Day 5: Create a work environment that will facilitate transfer of training

- To buy or to design
- Objectives of the training:
- The availability of professional
- The complexity of the training:
- How often you will need to train.
- How many people will be trained each session?
- Do you need a certificate for the training is another variable?
- Off-the-shelf, customized or in-house development

NOTE:

Pre & Post Tests will be conducted

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

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