



## Training Design and Development for Learning Success

How to Conduct Training Needs Assessment and Curriculum Development

### ► Upcoming Sessions

|                |             |         |
|----------------|-------------|---------|
| 16-20 Sep 2024 | Dubai - UAE | \$5,950 |
| 16-20 Dec 2024 | London - UK | \$5,950 |
| 17-21 Feb 2025 | London - UK | \$5,950 |
| 14-18 Apr 2025 | London - UK | \$5,950 |
| 15-19 Sep 2025 | Dubai - UAE | \$5,950 |

### ► Training Details

#### Training Course Overview

This training course is well-paced, structured and very interactive. It examines three main topics: Training needs analysis, course design and learning material development. They are all covered in a detailed and practical certificated training course. It will help training and HR professionals to further their skills and knowledge in assessing learning objectives and building training and other forms of learning to achieve those goals and objectives. It also covers the latest techniques plus new methods for learning resources and course design and documentation. This means being able to increase the impact and quality of training and your learning results.

This training course covers essential skills and techniques in all stages of training needs analysis and learning curriculum design. This includes selecting and creating content, visual design, integrating learning and training exercises and test. The training course also covers production methods and online design tools and software. Online learning and blended learning solutions are also an important part of the programme. Examples used are taken from HR, technical, safety and management topics.

#### Training Course Objectives

**By attending this training course, delegates will be able to:**

- Understand techniques and tools for researching, defining and analysing training and learning needs and requirements
- Gain an instructional design process to create traditional or blended learning solutions
- Learn how to set clear goals and design objectives when designing and developing training materials
- Develop Creative design of learning activities, games, exercises, examples and case studies
- Develop Skills for the development of effective presentation material, workbooks and manual
- Learn how to create learning activities, presentation and other materials to develop cognitive domain abilities – thinking skills and knowledge awareness

## Designed for

**This training course is suitable to a wide range of professionals but will greatly benefit:**

- ▶ Training and workshop facilitators
- ▶ Training and HR administration and course design assistants
- ▶ Technical staff who are involved in training design and delivery
- ▶ All staff involved in developing training course and learning materials at all levels and stages

## ▶ Training Details

### Day One: Introduction to Training Needs Analysis (TNA) and Curriculum

- ▶ Introduction, objectives and ways of working
- ▶ Review of importance of TNA and course design
- ▶ Types of training materials overview
- ▶ Best practice in training material design, structure and format
- ▶ Training activities and examples
- ▶ Case study: Developing materials for different types of training

### Day Two: Specifying and Constructing e-Learning and other Non-Classroom Training

- ▶ The importance of learning design and structure
- ▶ Aligning training activities to suit online and e-Learning
- ▶ Using Micro-Learning and accelerate learning principles
- ▶ How to write learning exercise, video scripts and source content
- ▶ The critical documents needed for any training Course
- ▶ Case study: Building an e-Learning Course

### Day Three: Learning Styles and Models for Curriculum Development

- ▶ Introduction to adult learning models and theories
- ▶ Learning and training based on personality
- ▶ Self-assessment to learn your own preferences
- ▶ Examples of materials for different learning styles
- ▶ The keys to effective material design and development
- ▶ Case studies: Cognitive domain materials design

### Day Four: Design of Engagement and Professional Development

- ▶ Techniques and formats for developing training material
- ▶ Attention and memory principles for learning design
- ▶ How to design based around learner expectations
- ▶ How to create materials to develop cognitive domain abilities
- ▶ Learning methods when using interactive materials and methods
- ▶ Case studies and learning assignments

### Day Five: Technical Aspects of Curriculum Development

- ▶ Design, quality and costing training projects
- ▶ Using competency measures and frameworks
- ▶ Setting standards for measuring competent improvement
- ▶ Measuring improvements after training
- ▶ Review of methods for learning point review with assessments
- ▶ Case study: Performance-based training – the way to add value

## ▶ Accreditation



The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

## ► The Certificate

- Anderson Certificate of Completion will be provided to delegates who attend and complete the course
- The HRCI Approved Provider Seal and the corresponding Recertification Credit Hours Awarded will be reflected on the Certificate of Completion

## ► INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: [info@anderson.ae](mailto:info@anderson.ae)

Request for a Tailor-made training and educational experience for your organization now:

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