Effective Training Features

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Effective Training Features

Introduction:

Every organization can attribute their success to an effective training program that can serve as a mean the staff and also become an effective recruiting and retention tool. This course deals with the process of training and developing people in organizations.

Who should attend?

- Supervisors
- Managers
- Trainers
- Training department workers

Methodology:

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate:

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Course Objectives:

- Learn how to conduct and design need analyses and to plan, implement and evaluate training programs
- Be familiar with techniques skills required to deliver a training program
- To think creative solutions to organizational problems as group management
- Understand the process of learning
- To communicate through displaying presentation skills
- Being able to interact by applying consultancy and liaison skills

Contents:

DAY 1:

- Criteria of an active learning
- Incorporating Active Learning into the Classroom
- European approach in active learning

DAY 2:

- Identify the immediate learning needs of individuals.
- Write learning aims and objectives in accordance with best practice.

DAY 3:

- Analyze tasks and design training activities to facilitate the learning of those tasks.
- Instruct on a one to one or small group basis using appropriate demonstration and constructive feedback skills.

DAY 4:

- Facilitate a group training session which uses activities such as role play, simulation or group discussion.
- Assess and evaluate immediate learning.
- Examination of the psychology of how adults learn

DAY 5:

- An introduction to training needs analysis.
- A framework for designing a training session.
- Guidance in writing the objectives and creating a measurable assessment process.
- Some practice in delivering a training session.
- Conclusion