



## Design/Develop Of Training Material

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# Design/Develop Of Training Material

## Course Description:

A 5 day, competency-based workshop for trainers whose role is to develop training materials. It provides the background necessary to develop high-quality, print-based training materials. This workshop consists of interactive lectures, discussions, demonstration/practice, and hands-on exercises facilitated by the workshop leader.

## Course Objectives:

- Describe the ISD process
- Select training media
- Develop training objectives
- Develop paper-based training materials
- Develop instructor's guides

## Course Outline:

### Introducing the ISD Process

- Principles of an ISD Program
- Analyzing Training Requirements
- Designing a Training Program
- Developing Objectives and Tests
- Planning and Developing Training Materials
- Presenting Training
- Evaluating Training

## **Selecting Training Media**

- Introduction
- Analyzing System and Performance Requirements
- Types of Media

## **Developing Training Objectives**

- Introduction
- Developing Criterion Objectives
- Characteristics of Objectives
- Objectives of Learning

## **Developing Paper-based Training Materials**

- Introduction
- Writing Technical Materials
- Selecting Content
- Formatting a Trainee Workbook
- Writing a Trainee Workbook
- Developing Training Aids
- Validating Training Material

## **Developing Instructor's Guides**

- Use and Purpose of Instructor's Guides
- Preparing an Instructor's Guide