



## Preparation and Qualification of Specialist Training

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# Preparation and Qualification of Specialist Training

## Introduction:

This brand new program is designed for any one in training or involved in development and who needs to understand how all the elements of training work. The program specifically will give you detailed knowledge on the new training cycle and explain how to get the best from external and internal training and suppliers. This course is in direct response from you our customers, for very practical, hands on week of training.

## Who Should Attend?

- All Training Managers and Professionals
- Training Coordinators
- Senior Training Administrators
- Training Designers and Developers
- Those who have a responsibility for training others
- Those who wish to move into training management
- HR Management and Professionals with an interest in training
- Line Managers with an interest in training

## 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.

### Program Objectives:

**At the end of this course delegates will be able to:**

- Write learning objectives and be able to do specifications for internal and external use
- Know how to prioritize training and be able to convincingly explain the process to others
- Know how to identify competency gaps and to measure training results from competency based training
- Know what to look for when sourcing external suppliers and how to get best value
- Understand the role responsibilities of the 4 key jobs in training and be able to explain this to others
- Explain to others how training adds value and show practical examples in both Public and Private Sectors.

### Contents:

#### **DAY 1:**

#### **How People Learn and What Interferes with the Learning Process**

- Introduction and program objectives
- How adults learn - discussion
- Motivators to the learning process

- Learning styles - demonstration and questionnaire
- How personality plays such an important role in learning
- Reasons why people find it difficult to learn - exercise
- Medical impediments to learning (no matter how good the training is)
- Latest data on memory - and what we can do to improve it - demonstration

## **DAY 2:**

### **The Role and Function of Today's Training Departments**

- Group exercise - what does training do?
- The roles within training
- The new training activities map - discussion
- So who should do what in training - group exercise
- Feedback from exercise
- Should training be a profit center and how should it demonstrate value?
- Training role in other matters - succession planning
- Business emergency procedures - exercise

## **DAY 3:**

### **The Two Principle Training Requirements - Competency & Performance**

- Competency - The History
- How competencies are constructed - practical exercise
- How much training comes from competency requirements
- Measuring before and after results of competency based training
- What is performance
- Types of performance based training - group exercise
- How to measure and evaluate performance based training
- DVD - Training in action - group feedback and review

## **DAY 4:**

### **The Training Cycle**

- How training is identified - group exercise
- New and easier approach to Training Needs Analysis
- DVD on TNA - discussion
- How to cost training - easy method - demonstration
- Keeping accurate training records - what's needed and new software
- How to prioritize all training - group exercise
- Prioritizing training - feedback and process needed
- How much value is in training - Case study and results

## **DAY 5:**

### **Getting the Best from Internal and External Training Providers**

- Understanding Learning Objectives
- How to write learning objectives - group exercise
- Short cut easy way to write competency based learning objectives
- How would you measure performance based learning objectives - discussion
- Should high level training results be rewarded?
- A professional evaluation tool should you need one
- Review of progress to date - your presentations