



## Effective Training Techniques

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## Introduction:

The topic of training analysis is a new and interesting area in today's world-class training functions. This new program specifically covers all the main areas of analysis. Information provided will enable participants to not only have a better practical approach to training but also to fully understand how things work and are measured and how all training activities can be cost and measured using a new range of tools and techniques. Delegates attending this program will be given many tried and tested practical examples so that the knowledge gained may be immediately implemented back at work.

## Who should attend?

- Managers
- Executives
- Training personnel
- Trainers
- Those who need to understand about measurement, ratios and how effective training can be

## 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:

- Measure the effectiveness of training, using the latest evaluation model
- Demonstrate trends and do efficiency analysis
- Measure skills, knowledge, behavior, competency, style, self-belief, attitudes and personality
- Measure competency by department, or company-wide using specific new techniques
- Use unit costs to understand budgets and the true cost of training activities

## Contents:

### **DAY 1:**

- What value does training offer?
- The need for training to produce measurable results
- It is vital to know who your customer is
- Establishing a training process that works and is auditable - the new schema
- Mastering training costs and budgets
- Managing and being accountable for training expenditure or the results of training
- Adding value through training activities
- The role of the training analyst

### **DAY 2:**

- Learning styles and their impact on training courses

- How to measure learning styles inexpensively
- Personality and its impact on training results
- What can training realistically achieve?
- Can you overcome learning difficulties
- Critical times to get the best from training
- Retention and its critical role in what we can remember
- Motivation factors in learning

### **DAY 3:**

- What are learning outcome objectives and why do we need them?
- How to write learning outcome objectives
- The documents needed for any training course
- Maximizing the use of visual aid and other aids
- How to calculate room size needed and screen size
- Sound and its part in aiding learning.
- The benefit of using specific professional training videos

### **DAY 4:**

- Budget spent and the monitoring of costs
- Creating value from training
- Understanding fully how competency frameworks work.
- What is performance - is it related to competency?
- Measuring improvements after training - how to do it
- The need to measure competence
- Performance-based training – the way to add value

### **DAY 5:**

- Formulas needed and unit costs
- Maximizing but not controlling training activities

- The new leadership role of training
- Should training functions be profit centers?
- What is the role of end of course questionnaires?
- Actions when returning to work