

# Developing Your Training Program

Training is an essential element of development in any organization. Being knowledgeable and continuing to learn throughout your career can make you a very valuable asset. We also know that training and orientation (or 'onboarding') for newly hired employees is a key factor in retention. This two-day workshop is designed for a trainer who wants to develop training programs that are meaningful, practical, and will benefit both trainees and the organizations they work for.

## What Will Students Learn?

- ✓ Describe the essential elements of a training program
- ✓ Apply different methodologies to program design
- ✓ Demonstrate skills in preparation, research, and delivery of strong content
- ✓ Explain an instructional model
- ✓ Be prepared to create a training program proposal

## What Topics are Covered?

- ✓ Program design
- ✓ Identifying needs
- ✓ Training and instructional systems design models
- ✓ The program's basic outline
- ✓ Evaluation strategies
- ✓ Researching and developing content
- ✓ Pre-assignments in training
- ✓ Choosing openings and energizers
- ✓ Training instruments, assessments, and tools
- ✓ Creating supporting materials
- ✓ Testing the program
- ✓ Creating proposals
- ✓ Building rapport

## What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion

## Pre-Registration Information

Yes! I would like to attend **Developing Your Training Program!** Sign me up for the following session:

- Midrand, Gauteng
- Cape Town, Western Cape

- All workshops are from 8:30 a.m. until 4:30 p.m.
- Cost: R2250.00 per person
- Prices and dates are subject to change.

## Your Information

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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