PROGRAM OBJECTIVES

This Certificate Program aims to impart conceptual knowledge and practical skills on designing and delivering effective training programs with the following objectives:

This program will cover <u>conceptual inputs</u> on:

- Steps in designing Training programs
- Trainer to Facilitator-The transition
- Methodologies to establish Training Effectiveness
- Best and Next practices in training

This program will equip you with the following <u>skills</u>:

- Choosing the right methodologies and tools while designing Training programs
- Designing the program
- Enhancing Facilitation skills
- Evaluating the effectives of the program and establishing ROI of the training (Level 1 and Level 2 effectiveness and impact)

LEARNING METHODS

- Reading Materials
- Virtual Classes
- Assignments and Quiz
- Project work

THIS PROGRAM HAS BEEN SPECIALLY DESIGNED FOR

o Line Managers, In-House Trainers, L&D Professionals and HR Professionals who play an active role in designing and facilitating training programs in their organizations
o Professionals who lead training effort (Quality, Retail Professionals, etc.)
o Experienced trainers who would like to explore new approaches to training

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DESIGNING AND DELIVERING EFFECTIVE TRAINING PROGRAMS

A CERTIFICATE PROGRAM BY TVRLS

Virtual Classroom Dates
September 9, 10, 16, 17

<u>Timings for the Virtual Classrooms</u>
Saturday Classes: 09.00 am to 01.00 pm (4 hours)
Sunday Classes: 09:00 am to 12:00 pm (3 hours)

"The only thing worse than training employees and losing them is to not train them and keep them"
- Zig Ziglar

People remains the greatest asset and biggest competitive advantages for any business. One of the most effective way of driving performance is to ensure your organisation has the right skills and capability. The best way to ensure that people contribute is to craft appropriate training programs to address specific business and task challenges.
A meaningful and logically designed training modules, will not only keep the participants engaged but grab the maximum advantage

In this Certificate program, we look at why training needs identification, training design and delivery are such crucial capabilities for trainers.

TO JOIN THIS PROGRAM, PLEASE REACH OUT TO:

Contact Détails : Mobile-9741814473
Land Line : (080) 26494919
E-mail : programs@tvrao.com
www.tvrls.com

PROGRAM STRUCTURE

16 hours virtual classroom sessions spread across 2 weekends. In addition to that there will be an actual presentation by each participates in front of a panel

3 Modules covered

Module 1: Designing Effective Training Programs
- Techniques for Ice breaking and getting started right (Micro lab)
- Steps in designing a training program (start, main body and conclusion)
- Experiencing a Program-One piece Flow
- Steps for identifying TNI
- ADDIE Model
- Learning Styles (Adult Learning)

Module 2: Enhanced facilitation skills
- Tips for effective Facilitation
- Mock presentations
- Techniques for answering questions
- Managing difficult participants
- Designing workbooks and manuals for participants

Module 3: Establishing Effectiveness of Training Programs
- Kirkpatrick Model
- Identifying training effectiveness-Level 1 and Level 2
- Ensuring continuous learning post training
- Establishing ROI on training

CERTIFICATION

Certificate of participation will be awarded upon fulfillment of the following criteria:
- Attending all the 4 Virtual Classrooms (Each class is of 4 hours and will be conducted over a Zoom Platform)
- Idea Board Presentations by the participant
- Project Work Submission-Designing and Facilitating a training program

INVESTMENTS

- Rs. 35,000 per participant (Virtual Classroom) + GST 18% or as applicable. This includes course materials sent by courier, four virtual sessions, assessment & certification.
- The course fee for International participants is US$ 600