

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 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.

How You Will Benefit:

At the end of this two day course, participants will be able to:

- 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 You Will Cover:

- ▶ Program design
- ▶ Identifying needs
- ▶ The training model
- ▶ The program's basic outline
- ▶ Evaluation strategies
- ▶ Defining your approach
- ▶ Researching and developing content
- ▶ Pre-assignments in training
- ▶ Choosing openings and energizers
- ▶ Training instruments, assessments, & tools
- ▶ Creating supporting materials
- ▶ Testing the program
- ▶ Creating proposals
- ▶ Building rapport
- ▶ Pulling it all together

Name of City and Date of Event

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What's Included?

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

TIME: 9am – 4pm.. *Prices and dates are subject to change.

Pre-Registration Form:

Developing Your Training Program

Yes Enroll me now

Participant Name (*Please Print*)

Position _____

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

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Sustainable Peak Performance