



Consulting and Training | Reach New Heights

**Course Name**

# **The Training And Development Professional Course (CPD Certified)**

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**Sector Name**

Internationally Certified Training Programs

**Document Type**

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## The Training And Development Professional Course (CPD Certified)

### Course Introduction

The "Certified Training and Development Professional" course aims to equip participants with the skills to become proficient training and development professionals. The course applies adult learning principles and instructional design methods to create engaging and measurable training.

It also covers conducting comprehensive training needs assessments (TNA) to identify training needs, develop targeted programs, and evaluate the program's effectiveness to measure their return on investment (ROI). This training ensures participants are well-prepared to design, implement, and assess impactful training solutions that drive organizational performance.

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## The Training And Development Professional Course (CPD Certified)

### Target Audience

For Beginners and intermediate and for those who want to enter the field of Learning and development.

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## The Training And Development Professional Course (CPD Certified)

### Learning Objectives

- ✓ Recognize the role of L&D in organizational success.
- ✓ Identify the benefits of investing in employee development.
- ✓ Explore trends and best practices in L&D.
- ✓ Conducting Training Needs Analysis (TNA).
- ✓ Define TNA and its significance in L&D.
- ✓ Explain methodologies for conducting TNA, including surveys, interviews, and observations.
- ✓ Write measurable training objectives.
- ✓ Explore adult learning theories and their application in training design.
- ✓ Identify key factors to consider when selecting a trainer.
- ✓ Practice using observation checklists and conducting focus groups to evaluate the performance of a trainer.
- ✓ Describe the key components of a course outline.
- ✓ Practice writing a course outline that is aligned with the training objectives.
- ✓ Describe various evaluation models, such as Kirkpatrick's Four Levels of Evaluation.
- ✓ Understand the importance of setting clear evaluation criteria and collecting relevant data.

- ✓ Practice techniques for collecting feedback from participants and stakeholders.
- ✓ Define ROI and its significance in assessing training programs.
- ✓ Explore methods for calculating ROI, including cost-benefit analysis and comparison of pre- and post-training performance.
- ✓ Discuss strategies for maximizing the ROI of training initiatives.

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## The Training And Development Professional Course (CPD Certified)

### Course Outline

#### ✓ 01 Day One

##### **Introduction To And Development**

- ✓ What Is Learning And Development?
- ✓ What Is Employee Training?
- ✓ Types Of Employee Trainings
- ✓ Why Learning And Development Is Extremely Important In Every Organization?
- ✓ The Strategic Role Of L&D
- ✓ The L&D Department's Roles In Organizations.
- ✓ What's Next For Learning And Development? The Past, Present, And Future Of Training In A Hybrid World

##### **The Adults Learning**

- ✓ What Is Adult Learning Theory?
- ✓ Why Instructional Designers Need To Know About Adult Learning Theories?
- ✓ Theory #1: Andragogy: Tapping Into Prior Experience
- ✓ Theory #2: Transformational Learning: Revealing Perspectives To Create Aha Moments
- ✓ Theory #3: Experiential Learning: Tying Reality To Create Meaning
- ✓ The Different L&D Models For Designing Learning Experiences
- ✓ The Addie Model

- ✓ Sam Model

## **Competencies And Training**

- ✓ What Are Competency Frameworks?
- ✓ How Can Organizations Benefit From Using Competency Frameworks?
- ✓ The Difference Between A Job Description And A Competency Model
- ✓ The Types Of Competencies That Make Up The Model
- ✓ Competency Formulation

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### Course Outline

#### ✓ **02 Day Two**

##### **Using The Addie Model: Analysis Phase**

- ✓ What Is Training Needs Assessment (TNA)? And Why Is It Important?
- ✓ Steps In Training Needs Assessment
- ✓ The Four Levels Of Needs Analysis
- ✓ Gathering Data Using Data Collection Tools
- ✓ Making Training And Non-Training Recommendations

##### **Writing Training Objectives According To TNA Result**

- ✓ Types Of Objectives
- ✓ Formulating Objectives Using ABCD Model
- ✓ Bloom's Taxonomy For Action Verbs
- ✓ Learning Objectives By Robert Mager
- ✓ Comparing Robert Mager's Model And The ABCD Model

##### **Checking The Employees' Trainability**

- ✓ **What Is The 9 Grid Boxes Method?**

- ✓ Understanding The 9-Box Grid Quadrants
- ✓ Steps To Create 9 Grid Box
- ✓ Dealing With Each Box

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### Course Outline

#### ✓ 03 Day Three

##### **Design Phase: Writing The Course Outlines**

- ✓ Writing Course Outlines
- ✓ How Do You Write A Course Outline?
- ✓ Writing The RFPS
- ✓ What Is A Request For Proposal?
- ✓ The Steps To Write An Outstanding RFP

##### **Choosing The Perfect Fit Trainer**

- ✓ Picking And Choosing Trainers
- ✓ Observing And Reporting The Course Progress
- ✓ Additional Tips

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### Course Outline

#### ✓ 04 Day Four

##### **Evaluating The Training Programs Effectiveness**

- ✓ Why Should We Evaluate The Course Effectiveness?
- ✓ Kirkpatrick Model For Evaluating Training Programs
- ✓ How To Calculate Learning ROI

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## The Training And Development Professional Course (CPD Certified)

### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 3, 2026	Aug. 6, 2026	4 days	4950.00 \$	England , London
June 22, 2026	June 25, 2026	4 days	4250.00 \$	UAE , Abu Dhabi
Dec. 7, 2026	Dec. 10, 2026	4 days	4250.00 \$	UAE , Dubai
April 4, 2027	April 7, 2027	4 days	4250.00 \$	KSA , Riyadh

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