



Consulting and Training | Reach New Heights

Course Name

Certified Training and Development Professional

Sector Name

Internationally Certified Training Programs

Document Type

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Course Introduction

Training and development is a strategic function that builds employee capability, improves performance, and supports organizational growth. In today's competitive environment, organizations require structured learning strategies that align with business priorities, address skill gaps, and ensure measurable impact. Effective training professionals must be able to assess learning needs, design targeted programs, deliver engaging training, and evaluate outcomes using clear performance indicators.

To support these responsibilities, **BOOST Consulting & Training** has developed the Certified Training and Development Professional program. This course equips participants with practical tools and best practices to manage the full training cycle and deliver high-impact learning interventions.

The program covers training needs analysis, learning design methodologies, competency-based development, instructional techniques, facilitation skills, learning evaluation models, and training ROI concepts. Participants will gain the skills required to plan, develop, deliver, and evaluate training programs effectively—ensuring learning outcomes translate into measurable workplace performance improvement.

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Target Audience

- ✓ Training and development officers and specialists
- ✓ Learning and development coordinators
- ✓ HR professionals involved in employee development
- ✓ Corporate trainers and facilitators
- ✓ Subject matter experts transitioning into training roles
- ✓ Talent development and organizational development professionals
- ✓ Managers responsible for employee capability development

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Learning Objectives

- ✓ Understand the strategic role of training and development in organizational performance
- ✓ Conduct training needs analysis (TNA) and identify skill gaps using structured tools
- ✓ Develop learning objectives and design competency-based training programs
- ✓ Apply instructional design models to create effective learning content and materials
- ✓ Deliver professional training sessions using facilitation skills and adult learning principles
- ✓ Use engagement methods and training techniques to maximize learning retention
- ✓ Evaluate training effectiveness using evaluation models such as Kirkpatrick and feedback tools
- ✓ Measure training impact and support ROI reporting for training programs
- ✓ Develop an end-to-end training plan aligned with business strategy and workforce development goals

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Course Outline

✓ DAY 01

Training Strategy, Competency Frameworks, and Training Needs Analysis (TNA)

- ✓ Role of training and development in organizational success
- ✓ Aligning training strategy with business and workforce priorities
- ✓ Competency frameworks and skills mapping
- ✓ Conducting training needs analysis (TNA) at organizational, team, and individual levels
- ✓ Identifying performance gaps and root causes
- ✓ Prioritizing learning interventions

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Course Outline

✓ Day 02

Instructional Design and Learning Program Development

- ✓ Principles of instructional design
- ✓ Learning objectives and outcome-based design
- ✓ Designing training content and learning materials
- ✓ Structuring sessions for engagement and knowledge retention
- ✓ Blended learning approaches and learning pathways
- ✓ Developing facilitator guides and participant materials

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Course Outline

✓ Day 03

Training Delivery Excellence and Facilitation Skills

- ✓ Adult learning principles and learning styles
- ✓ Facilitation techniques for classroom and virtual training
- ✓ Managing group dynamics and participant engagement
- ✓ Using activities, discussions, and case studies effectively
- ✓ Handling difficult participants and challenging situations
- ✓ Delivering impactful presentations

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Course Outline

✓ Day 04

Learning Evaluation, Training Effectiveness, and ROI Measurement

- ✓ Importance of training evaluation and continuous improvement
- ✓ Evaluation models (reaction, learning, behavior, results)
- ✓ Designing feedback forms and assessment tools
- ✓ Measuring behavior change and performance improvement
- ✓ Introduction to training ROI and business impact measurement
- ✓ Reporting training outcomes to stakeholders

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Course Outline

✓ Day 05

Training Function Management, Digital Learning, and Practical Workshop

- ✓ Managing the training function and annual training plans
- ✓ Budgeting and resource planning for training programs
- ✓ Introduction to digital learning, e-learning, and learning technologies
- ✓ Tracking training KPIs and learning dashboards
- ✓ Continuous improvement of training processes
- ✓ Practical workshop: designing a training program from needs analysis to evaluation

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 26, 2027	April 30, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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