Global Horizon
TRAINING CENTER

Training Course:
Training Design and Delivery Certificate

2 - 6 June 2025
London (UK)
Landmark Office Space - Oxford Street

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Training Course code: HR235768 From: 2 - 6 June 2025 Venue: London (UK) - Landmark Office Space - Oxford Street
Training Course Fees: 5500 ⬜ Euro

Introduction

In today⬜s rapidly evolving professional landscape, the ability to design and deliver impactful training programs is a critical skill for trainers, learning and development professionals, HR specialists, and managers. Organizations across industries rely on well-structured training programs to enhance employee performance, close skill gaps, and drive organizational success. However, designing training that is both engaging and effective requires a methodical approach grounded in instructional design principles and a deep understanding of adult learning methodologies.

This Training Design and Delivery Certificate program provides a comprehensive framework for developing and facilitating high-quality training programs. Participants will learn to apply the ADDIE instructional design model, conduct needs assessments, and create structured learning experiences tailored to different audiences. The program also emphasizes interactive and engaging delivery techniques, equipping trainers with the tools to manage diverse learners and create a dynamic learning environment.

Through a practical, hands-on approach, participants will explore techniques to design training materials, select appropriate instructional methods, and assess the effectiveness of training programs. The course will also cover strategies for managing participant engagement, handling difficult situations in the training room, and utilizing various instructional media, such as visuals, text, and digital resources.

By the end of this program, participants will have a clear and structured approach to training design and facilitation, enabling them to create meaningful and results-driven learning experiences that contribute to both individual and organizational success.

Target Audience

- Learning and Development L&D professionals

- Trainers and facilitators

- HR and talent development specialists

- Managers responsible for training their teams

- Anyone interested in designing and delivering training programs effectively

Objectives

By the end of the program, participants will be able to:

After the Design Phase, participants will be able to:

- Explain and apply the ADDIE instructional design model to create structured training programs.

- Conduct a training needs assessment that connects workforce development to organizational objectives.

- Utilize various data collection methods to gather insights for training requirements.

- Organize instructional elements to align with cognitive learning principles for effective knowledge retention.

- Apply the ROPES model Review, Overview, Presentation, Exercise, Summary to design impactful training sessions.

- Develop clear, measurable learning objectives that focus on specific learner behaviors and outcomes.

- Select appropriate instructional techniques and media formats to enhance learning effectiveness.

- Implement best practices for integrating visuals, text, and audio into training content.

- Create trainer and participant materials, including facilitation guides and instructional handouts.

- Document the entire training development process, from needs assessment to course implementation, ensuring thorough planning and evaluation.

- Develop a comprehensive evaluation framework to measure training effectiveness and continuous improvement.

After the Delivery Phase, participants will be able to:

- Explain the training cycle and its role in designing and executing learning experiences.

- Apply adult learning principles to create an engaging and supportive training environment.

- Modify and adapt pre-existing training materials to meet the unique needs of learners.

- Utilize interactive training techniques beyond traditional lectures, incorporating activities and discussions to cater to different learning preferences.

- Effectively plan and structure training sessions, ensuring participants are adequately prepared for learning.

- Manage diverse learner groups, adapting to various learning styles and participant backgrounds.

- Address and resolve challenging participant behaviors to maintain a productive learning environment.

- Deliver training sessions with confidence and clarity, using a combination of presentations, audiovisual aids, and learning materials.

- Recognize and apply the five levels of training evaluation to assess learning outcomes and effectiveness.

- Use different assessment tools and techniques to measure training impact at multiple levels.

Outlines

Day 1:

Introduction to Training Design and the ADDIE Model

- Overview of the training profession and its role in organizations

- The ADDIE model and its application in instructional design

- Understanding the connection between training, business needs, and performance improvement

- Training needs assessment: Purpose, process, and key stakeholders

- Methods for collecting training needs data interviews, surveys, focus groups

Day 2:

Structuring Effective Learning Programs

- Psychological learning theories and their impact on instructional design

- Writing SMART learning objectives based on observable actions

- Applying ROPES instructional phases to ensure a structured learning experience

- Selecting appropriate instructional methods and media case studies, e-learning, simulations

- Designing instructional materials: Best practices for visuals, text, and audio integration

Day 3:

Creating Training Materials and Evaluation Strategies

- Developing participant workbooks, facilitator guides, and supporting documents

- Ensuring training content is engaging, inclusive, and accessible

- Preparing documentation for training implementation and rollout

- Understanding the Kirkpatrick model of evaluation and other assessment techniques

- Designing pre- and post-training evaluations to measure knowledge transfer

Day 4:

Training Facilitation and Engagement Strategies

- The training cycle: Planning, delivery, and assessment

- Adult learning principles: Motivation, reinforcement, and retention

- Engaging participants through interactive activities and alternative learning strategies

- Techniques for handling difficult participants and classroom dynamics

- Effective questioning methods to stimulate critical thinking and discussions

Day 5:

Delivering Training with Impact and Measuring Success

- Presentation skills for trainers: Voice modulation, body language, and storytelling

- Utilizing AV aids, handouts, and technology for enhanced learning

- Managing diverse audiences and accommodating various learning styles

- Post-training evaluation: Measuring learning outcomes and impact assessment

- Action planning and best practices for continuous improvement in training programs

Registration form on the Training Course:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ....
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Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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