Global Horizon
TRAINING CENTER

Training Course:
Mastering Training Program Design

10 - 21 November 2025
London (UK)
Landmark Office Space - Portman Street

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Mastering Training Program Design

Training Course code: HR236072 From: 10 - 21 November 2025 Venue: London (UK) - Landmark Office Space - Portman Street Training Course Fees: 9000 Euro

Introduction

In a dynamic and ever-evolving work environment, organizations depend on high-quality training programs to foster talent, close skill gaps, and drive performance. This 10-day training course is designed to equip professionals with the strategic and practical skills required to design impactful, learner-centered training programs. Participants will explore each phase of the instructional design process, from analyzing training needs to evaluating outcomes, while integrating modern learning theories, adult learning principles, and innovative instructional methods.

Objectives

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

- Conduct a comprehensive training needs assessment.

- Define clear and measurable learning objectives.

- Design structured, engaging, and interactive training content.

- Select appropriate training methods and media.

- Create effective assessments and evaluation tools.

- Develop full training packages and facilitator guides.

- Align training programs with organizational goals and performance metrics.

Target Audience

- Training and development professionals

- HR practitioners involved in L&D

- Instructional designers

- Organizational development specialists

- Internal trainers and facilitators

- Subject matter experts transitioning into training roles

Trainig Program Outline

Day 1: Foundations of Training Design

- Introduction to instructional design
- The ADDIE model: Analysis, Design, Development, Implementation, Evaluation
- Importance of aligning training with business needs
- Overview of learning theories and styles

Day 2: Conducting a Training Needs Assessment

- Purpose and levels of needs analysis
- Organizational, task, and individual analysis
- Methods: surveys, interviews, focus groups, performance data
- Analyzing gaps and setting priorities

Day 3: Defining Learning Objectives and Competency Frameworks

- Writing SMART learning objectives
- Linking learning outcomes to competencies
- Bloom□s Taxonomy and action verbs
- Developing learning paths

Day 4: Designing the Training Structure and Curriculum

- Choosing the right structure and sequence
- Determining session length, breaks, and flow
- Integrating learning activities
- Creating course outlines and lesson plans

Day 5: Developing Engaging Content

- Content creation tools and techniques

- Designing handouts, slide decks, and job aids

- Incorporating storytelling and examples

- Content curation vs. content creation

Day 6: Selecting Training Methods and Learning Modalities

- Face-to-face, online, hybrid: when and how to choose

- Role plays, simulations, case studies, group work

- Microlearning and e-learning design tips

- Tools for virtual engagement

Day 7: Adult Learning and Learner Engagement

- Principles of adult learning Andragogy

- Understanding learner motivation

- Managing different learner types and expectations

- Building interaction and participation

Day 8: Assessment and Evaluation Design

- Kirkpatrick's four levels of evaluation

- Creating formative and summative assessments

- Quizzes, case presentations, observation checklists

- Gathering and analyzing feedback

Day 9: Finalizing the Training Package

- Building a facilitator guide

- Compiling participant materials

- Developing pre/post-tests and feedback forms

- Quality assurance and validation steps

Day 10: Capstone Project and Presentation

- Participants present their designed training modules

- Peer feedback and critique

- Trainer evaluation and coaching

- Action planning for workplace implementation

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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Address: ....
City / Country: ....

Person Responsible for Training and Development

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Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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| Telephone: +201095004484 to provisionally reserve your place. | Fax your completed registration form to: +20233379764 | E-mail to us : info@gh4t.com or training@gh4t.com | Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt. |