## Course Overview:

With so many innovations in training this programme will cover all aspects from Training needs analysis to evaluation. It will show you best practice and provide you with a complete and through insight into the complete training cycle – it will show you how to create added value at every stage of the process.

## Course Objective:

- Do training needs analysis –using the new four dimension model
- To organise and prioritise training –maximising recourses
- Convert training requirements into practical outcomes
- Use testing to establish learning is taking place
- Be able to evaluate training results in the work place
- How to report training effectiveness

## Course Outline:

- Training in context, the four segments of training needs analysis
- Organisation and designing training – new trends
- Running training programmes
- Back at work implementation
- Understanding training performance figures and costs

## Who Should Attend:

Everybody associated with training: Trainers, designers, training administrators, training coordinators, trainee HR personnel, supervisors

## Training Language:

EN / AR

## Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation