



Internationally Certified Training Programs

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.

Target Audience

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

Learning Objectives

By the end of this training course, participants will be able to:

- 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.

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

• 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

• 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

• 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

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 30, 2025	July 3, 2025	4 days	4250.00 \$	UAE - Abu Dhabi
Dec. 1, 2025	Dec. 4, 2025	4 days	4250.00 \$	UAE - Dubai