

TRAINING TITLE

TRAINING DESIGN & FACILITATION

TRAINING DURATION

5 days

TRAINING VENUE AND DATES

TRAINING DESIGN & FACILITATION	5	04 – 08 March, 2024	\$6,500	London, UK
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Training will be conducted in any of the 5 star hotels.

TRAINING FEES

- **6,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch.**

TRAINING CERTIFICATE

Prolific Consultants FZE Certificate of Course Completion will be issued to all attendees.

TRAINING OVERVIEW

COURSE DESCRIPTION

This course providing participants with the skills and knowledge necessary to design effective training programs and facilitate engaging learning experiences. Whether you are new to training or seeking to refine your skills, this course covers the entire training process, from needs assessment to delivery. Through interactive workshops, case studies, and practical exercises, participants will gain insights into adult learning principles, instructional design techniques, and facilitation strategies.

COURSE OBJECTIVES

- **Understanding Learning Principles**
- **Needs Assessment and Training Objectives**
- **Effective Training Design**
- **Interactive Facilitation Techniques**
- **Assessment and Evaluation**

SUITABLE FOR:

This course is ideal for trainers, training coordinators, HR professionals, and anyone involved in designing and delivering training programs. Whether you are new to training or looking to enhance your facilitation skills, this course accommodates participants with various levels of experience.

TRAINING METHODOLOGY:

The facilitator will deploy a full range of lively and interactive training methods, including exercises, role plays, case studies, practice sessions and group discussions. Each topic will be underpinned by a presentation that highlights key issues to focus on. The learning experience will be supported by a reference manual containing examples of best practice. Discussions will enable participants to share their own experiences with the rest of the group

- **30% Lectures**
- **30% Workshops and work presentation**
- **20% Group Work & Practical Exercises**
- **20% Videos & General Discussions**

COURSE DAILY AGENDA

Day 1: Introduction to Adult Learning and Needs Assessment

- *Overview of learning principles*
- *Conducting a needs assessment*
- *Defining clear training objectives*

Day 2: Instructional Design Techniques

- *The instructional design processes*
- *Developing engaging training materials*
- *Integrating multimedia and technology*

Day 3: Facilitation Skills and Techniques

- *Effective facilitation skills*
- *Encouraging participant interaction*
- *Managing challenging situations*

Day 4: Training Assessment and Evaluation

- *Designing effective assessments*
- *Formative and summative evaluation*
- *Utilizing participant feedback for improvement*

Day 5: Practical Application and Course Wrap-up

- *Applying learned skills in a practical setting*
- *Course review and reflections*
- *Action planning for ongoing development*

COURSE OUTCOMES

- ***Explore the principles of adult learning and how they influence training design.***
- ***Recognize different learning styles and preferences.***
- ***Learn how to conduct a thorough needs assessment.***
- ***Define clear and measurable training objectives.***
- ***Understand the instructional design process.***
- ***Develop engaging training materials and activities.***
- ***Explore multimedia and technology in training design.***

- *Master effective facilitation skills.*
- *Foster participant engagement and interaction.*
- *Handle challenging situations during training.*
- *Design assessments aligned with training objectives.*
- *Explore formative and summative evaluation techniques.*
- *Use participant feedback for continuous improvement.*

Case Studies, Practical Exercises, Discussions & Last review, Pre & Post Assessments will be carried out
