



Certified Professional in Training  
Management





# Certified Professional in Training Management

## Introduction:

This comprehensive program is designed to equip participants with the knowledge, skills, and tools necessary to excel in the field of training management. Over the program of five days, participants will delve into various aspects of training management, including instructional design, training delivery, assessment, and evaluation. Through a combination of lectures, case studies, group discussions, and practical exercises, participants will gain valuable insights and practical experience to enhance their effectiveness as training professionals.

## Program Objectives:

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

- Understand training management principles.
- Learn effective instructional design techniques.
- Explore training delivery methods and their advantages.
- Develop skills in evaluating training effectiveness and ROI.
- Enhance leadership and communication skills for training initiatives.

## Targeted Audience:

- Training managers.
- HR professionals.
- Learning and development specialists.
- Instructional designers.
- Corporate trainers.
- Managers responsible for employee development.

## Program Outlines:

### Unit 1:

#### Foundations of Training Management:

- Introduction to training management.

- The role of training in organizational success.
- Understanding adult learning principles.
- Needs assessment and identifying training objectives.

## Unit 2:

### Instructional Design and Development:

- Principles of instructional design.
- Designing effective training materials.
- Utilizing technology in training design.
- Developing assessments and evaluations.

## Unit 3:

### Training Delivery Methods:

- Different approaches to training delivery.
- Instructor-led training vs. e-learning.
- Blended learning strategies.
- Overcoming common challenges in training delivery.

## Unit 4:

### Training Evaluation and ROI:

- Importance of training evaluation.
- Kirkpatrick's model of training evaluation.
- Measuring training effectiveness.
- Calculating return on investment ROI for training programs.

## Unit 5:

### Training Project Management:

- Planning and organizing training projects.



- Budgeting and resource allocation.
- Managing stakeholders and communication.
- Continuous improvement in training management practices.