

Course Development Workshop

Three-Day Course Development Workshop

At the end of this workshop, you will be able to:

- Assess** the needs of your learners
- Design** a training plan that meets the needs of your learners
- Develop** a training program based on a training plan
- Prepare to **Implement** a training program that you develop
- Evaluate** the training program

What sets this apart from Train the Trainer?

Our Train the Trainer program focuses more heavily on presentation skills whereas the Course Development Workshop is much more in depth on development

Who Should Take This Program?

Anyone who:

- ✓ Develops training for their organization or industry
- ✓ Works with or consults with the training departments

No presentation skills required!



Course Development Workshop Outline

Learning Styles

- VAK Learning Styles
- Extroversion, Introversion, Thinkers and Feelers
- Adult Learning Principles and Retaining Information

Assess

- Methods for Collecting Needs Assessment Data
- Conducting a Needs Assessment

Design

- Putting Ideas in Order
- Writing Learning Objectives
- Selecting Learning Experiences
- Learning Cycle Road Maps

Develop

- Never Tell them What They Can Tell You
- Using Questions and Questioning Technique
- Assessment - Check Your Knowledge (CYK)
- Training Aids and Content Elements

Implement

- Trainer Preparation
- Implementation Check Sheet

Evaluate

- Developmental and Comprehensive Evaluation
- Methods of Evaluation
- Survey Type Questions
- Five Levels of Evaluation
- Evaluation Exercises

