



Training Course Design Course

A 5 Star Rated course from the
Training experts



Training Course Design Course

Our Designing a Training course will teach delegates the theory, tools, and techniques required to design their own training courses and programmes.

Introduction

On this 5 Star Rated course you will develop the knowledge and ability to design and create well structured, and engaging training courses.

This course is a stand-alone course but is also a natural follow-on from Train the Trainer course.

Who would benefit from this course?

It is intended for people new to training, or those with little or no formal knowledge about the design and delivery of training programmes.

Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with

internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

Training Course Design Objectives

- Gain an understanding of the training course design process
- Appreciate the importance of logical structure
- Learn how to engage and test delegates
- Develop the ability to produce supporting documents to assist in the delivery of a training session
- Recognise how visual aids effectively help transfer information
- Identify the ways to evaluate the effectiveness of your courses
- Explain how to give feedback so as to develop the delegate's understanding

Public Course Venues and Prices

| | 1 Delegate | 2 Delegates |
|-------------|------------|-------------|
| Manchester: | £295 + VAT | £495 + VAT |
| Online: | £250 + VAT | £375 + VAT |

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £590 and Online from £550. Please email or call us with your preferred venue, number of delegates and any requests.



No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

Great training course - no waffling! Lots of great hints and tips, ideas I can take forward in my own training and with my colleagues.

Sarah Farrell-Graham |
GMCVO Databases



Training Course Design

Course Outline

The Training Course Design will provide a clear understanding of the how to develop effective training courses



Designing a Training Course

- Designing Training Content
- 9 Steps to designing & delivering a training session

Training Needs Analysis (TNA)

- What is a Training Needs Analysis?
- 3 Steps for Conducting a Training Needs Analysis
- Examples of TNAs
- Understanding the Performance Gap

The Training Session

- Understand the Writing Process
- How to Structure a Training Course

Introductions

- How to Start a Training Course
- Setting Aims & Objectives
- Other Considerations

The Middle

- How to develop content
- Understand how to structure course content
- Examples of how to structure content

Conclusion

- How to consolidate delegates' learning

Training Course Material

- Understand what is Activity-Based Learning & how to incorporate it into your training courses
- Understand the different types of Training Course Material
- Course Handouts
- How to write Trainer's Training Notes
- Training Notes Template
- Understanding options of Visual Aids and how to use them

Giving Effective Feedback

- Understand the importance of giving Effective Feedback
- How to give Effective Feedback

Setting up Your Training Environment

- The Importance of the Training Environment Set-Up
- Seating for Success

Measuring Training Effectiveness

- How to measure the effectiveness of your training course
- Training Evaluation Model
- Example of Training Evaluation Forms

Action Plan

- Planning next steps for improving your Training Course Design

Google

5.0 ★★★★★

A thoroughly enjoyable course that I learned a lot from.

The trainer was very warm and welcoming.

I would definitely recommend to others.

Helen McPeake |
Wellbeing Enterprises

To book please see next page

For private courses the course content can be adapted to suit your requirements.
Please contact us to discuss your requirements.





Training Course Design Course

Why Choose M Training's Training Course Design Training Course

- Run by a specialist Training Course Design Trainer with over 10 years experience in running training courses
- This course is limited to 6 places so you are guaranteed personal support throughout the day
- Fully CIPD Qualified trainers
- From Only £250 + VAT per delegate
- Convenient locations in Manchester, Leeds, Liverpool, Birmingham and Online
- We provide one to one and private group courses throughout the UK
- Course notes and support material
- Lunch & refreshments provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £590 for a one day classroom course and from £550 (full day) for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To reserve your place on our Training course design course, Simply pick your preferred date and book on our website, send us an email or give us a call.

Or if you prefer, we offer private and In-House training on request.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

A well thought out course relevant to many, if not all management training needs. The group size and depth of the content was perfect. I would highly recommend.

Sam Malik | Contact Theatre