

Course Outline

Strategically Aligning the Training Function

Program Description

Do you see the forest from the trees anymore? When was the last time you picked yourself up from the operational details and thought more strategically about the training function? How has training changed in the last decade and how does this affect you now? How can you distinguish the latest fad from best practice? And, most importantly, how can you better manage the training process in your organization? This dynamic and interactive workshop will answer these questions and more!

This one-day program will explore issues, trends, challenges, and solutions for managing training in today's world. From a performance consulting perspective, we will share tips and techniques, and provide you with tools to produce better programs. Using the well-known ADDIE model as a basis for outlining the training cycle, we will

1. Consider how performance analysis fits into needs assessment,
2. Identify tools and techniques to better project-manage the design and development of training initiatives,
3. Seek ways to avoid pitfalls in program implementation and delivery, and
4. Discuss techniques for evaluating training effectiveness.

You will also learn how to market programs effectively within your organization, and how to communicate your strategic and operational achievements to management.

Come join us – share your insights and expertise, and gain new perspectives for strategically managing the training function.

Learning Objectives

- Identify trends in training and how they affect the way we manage our training departments.
- Explore the “ADDIE” training process model as a framework to understand the training cycle.
- Determine how to strategically align your training function with organizational strategies.
- Share ideas, tools, and best practices for: assessing training needs; designing, developing and implementing training programs; and evaluating program effectiveness.
- Investigate challenges we face in managing the training process, and identify solutions to minimize risk and increase the value of training.

Course Outline

Morning	Afternoon
1. Introductions and Learning Objectives	7. Program Development
2. Trends in Training	8. Implementation
3. Overview of the “ADDIE” Model	9. Evaluation
4. Strategic Planning	10. Challenges in Managing Training
5. Needs Assessment	11. Enhancing the Value of Training
6. Instructional Design	12. Action Plan, Summary and Evaluation