HRM-103 - Gestion de la formation & développement de cours

Description

***NOTE :** la description de cette formation n'est présentement disponible qu'en anglais. Nous pouvons toutefois offrir la formation en français sur demande.

A 5-day Training Program to provide participants with tools and techniques to manage training activities and develop training courses in a corporate environment.The Training Program will begin with the concepts of planning and developing corporate training from a managerial perspective. Using hands-on workshops, participants will then be lead through a step-by-step, systematic approach to planning and developing training courses.Objectives

- Provide an understanding of training methods and the key elements of learning and learning transfer

- Introduce techniques to manage and develop overall training courses that tie training objectives with corporate objectives
- Provide an understanding of the trainer's role in the learning process
- Provide tracking methods to determine the success of a training course through participant evaluations and Return on Investment (ROI) calculations
- Guide participants through a detailed, step-by-step process to develop training courses

Topics

Part 1: Introduction to training and learning

Definition of training and learning

Pedagogy

Awareness of best practice and current trends

Understanding training methods

Understanding the key elements of learning and learning transfer

Part 2: Training management

Developing training objectives

- Tying training objectives to corporate objectives
- Writing a company training policy
- Developing a continuously learning organization

Developing a training plan

- Conducting a needs analysis
- Preparing training and development plans
- Preparing the overall training budget
- Designing and costing training courses

Trainers

- The learning process and the trainer's role
- Internal trainers versus external consultants

Training evaluation

- Conducting evaluations
- Keeping training records and managing a training system
- Evaluating Return on Investment (ROI)

Part 3: Systematic guide to training course development

Identification of training needs

- Objectives
- Methods
- Knowledge, attitudes and aptitudes

Behaviour analysis

- Development of human resources in reference to objectives and institutional climate
- Actual behaviour versus desired behaviour
- Definition of desired changes

Development of course content and teaching methods

- Competency-based needs assessment approach
- Task analysis process
- Development of behavioural objectives components

Training course test and distribution

- Control group participant selection and preliminary course evaluation
- Pre and post training test preparation
- Establishment of participant lists per session
- Classroom setup
- Development of theoretical content and visual teaching aids
- Techniques and teaching methods

Evaluation

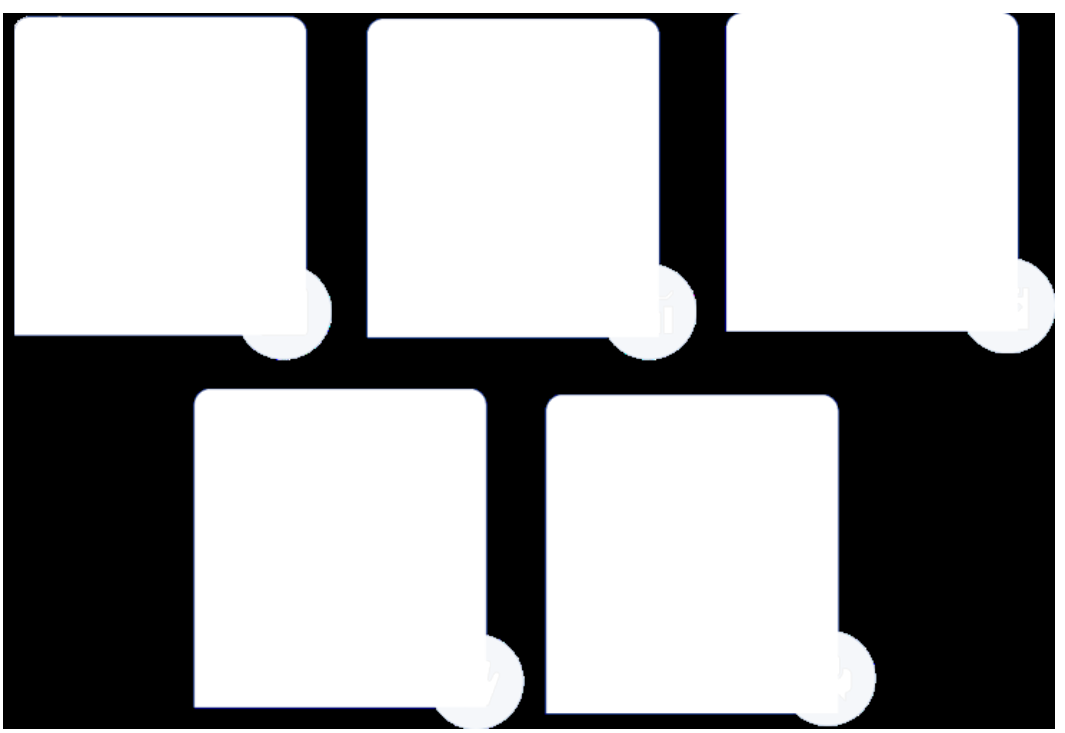
- Types of evaluation
- Establishing cost/benefit ratios and ROI

Target Audience

- Managers and personnel responsible for training in a corporate environment
- Managers looking to complement their skill-set by gaining a good understanding of training management and course development and how to assess their training needs

Méthodologie

Une combinaison d'activités pratiques et de présentations interactives pour favoriser et optimiser l'apprentissage :



Lieu

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À propos de Neotelis

Neotelis fournit des services de formation, de conseil ainsi que des conférences et des publications à l'industrie mondiale des télécommunications. Son équipe d'experts seniors a formé des milliers de dirigeants et gestionnaires travaillant pour des opérateurs, des régulateurs et des gouvernements dans plus de 120 pays à travers le monde.

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