

Training and Development Workshops

Course Number: 08833

Soft Skills: Training and Development Workshops

Course length: 1.0 day(s)

Course Description

With the anticipated shortage of qualified talent to meet upcoming business demands, employee training and development have never been more crucial.

For organizations and individuals who need better skills and competencies to help train and develop their workforce and clients, BLE training Workshops offer proven tips and tools for making the most of in-house training initiatives. Here you'll find the latest and most successful training methodologies and techniques.

From facilitating strategies to improving instructional design, BLE offers specially selected Workshops for training and development professionals to meet their needs—and help them meet the needs of their workforce, as well. Look below for BLE's current training and development Workshops.

Course Objectives:

- Boost retention with the latest in adult and accelerated learning techniques
- Know the group's needs and adjust your material to meet them
- Build your credibility and trust with trainees and management
- Create training that has the right flow from segment to segment
- Open a workshop with confidence...close it with a wrap-up that guarantees learning

Performance –Based Objective:

Active Adult Learning

- Determining how team-building, on-the-job assessment and immediate learning involvement can occur at the earliest stages of a training program

Assessment

- Distinguishing problems that can be addressed by training
- Devising questions for use in a training assessment

Objectives

- Focusing on outcomes and results, rather than topics
- Crafting learning objectives
- Identifying objectives as affective, behavioral or cognitive

Planning Active Training

- Choosing methods and formats to meet an objective
- Creating a plan of action by using behavioral styles content

Facilitating Presentations and Activities

- Preparing to deliver a 10- to 15-minute training segment
- Engaging in a wide range of learning activities

Opening Exercises

- Sharing reflections on past experiences of opening exercises
- Developing an opening exercise

Brain-Friendly Lectures

- Demonstrating differences between brain-friendly and non-brain-friendly lectures
- Preparing brain-friendly lectures

Lecture Alternatives

- Sharing information through the jigsaw method
- Using learning tools and applying lecture alternatives

Experiential Activities

- Exploring when and how experiential learning approaches can meet training challenges
- Using mental imagery, role-playing, games and simulations
- Applying new learning in real time

Extending the Value of Training

- Describing a variety of blended and supportive tools and activities
- Deciding when to use tools: before, during or after training for back-on-the-job application

Evaluating Training

- Using Kirkpatrick's model and given examples to determine evaluation levels
- Considering evaluation questions

Facilitating Presentations and Activities

- Delivering/facilitating an actual 10- to 15-minute training segment
- Receiving feedback

Closing Activities

- Experiencing and applying several types of closing activities

Target Student:

If you're new to training, a subject matter expert that needs to train others or a trainer who is looking for new, more effective approaches to learning, this is the ideal workshop for you.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.



For Training Information, call 410-461-1083