

# EMPLOYEE DEVELOPMENT AND TRAINING

## HRM020

### COURSE DESCRIPTION

This course provides participants with the essential skills and knowledge needed to develop and implement effective employee training and development programs within organizations. Beginning with fundamental concepts, participants explore the critical role of training in organizational success and learn to identify, assess, and align training needs with strategic objectives through interactive sessions and case studies. They gain insights into designing impactful programs, covering various delivery methods from traditional to e-learning, and apply adult learning theories for maximum effectiveness.

Emphasis is placed on evaluating training initiatives using Kirkpatrick's Four Levels of Evaluation model and other relevant techniques, enabling participants to measure program impact and utilize feedback for continuous improvement. Additionally, the course addresses leadership development and performance management, focusing on identifying future leaders, setting standards, and conducting effective reviews. Strategies for career planning, mentoring, coaching, and succession planning are explored, ensuring the organization's long-term growth and sustainability.

### COURSE OBJECTIVES

By the end of this course, participant will be able to:

- Understand the principles and importance of employee development and training.
- Identify and assess training needs within an organization.
- Design and deliver effective training programs.
- Evaluate the effectiveness of training initiatives.
- Foster leadership development and manage performance effectively.
- Implement career planning and development strategies.

### WHO SHOULD ATTEND

- Human Resource Managers
- Training and Development Managers
- Learning and Development Specialists
- Organizational Development Professionals
- Team Leaders and Supervisors
- Managers responsible for employee development

### COURSE DURATION

5 Working Days

## COURSE OUTLINES

### 1. Introduction to Employee Development and Training

- Definition and significance
- Impact on organizational success
- Key components of successful training programs
- The role of continuous learning in organizations

### 2. Identifying Training Needs

- Methods for identifying skills gaps
- Tools for assessing training needs
- Ensuring training supports strategic objectives
- Engaging stakeholders in the needs assessment process

### 3. Designing Effective Training Programs

- Creating a structured training plan
- Selecting appropriate training methods and materials
- Understanding how adults learn
- Applying adult learning theories to training design

### 4. Delivering Impactful Training

- Instructor-led training, e-learning, blended learning
- Pros and cons of different delivery methods
- Techniques for engaging participants
- Managing group dynamics and handling difficult situations

### 5. Evaluating Training Effectiveness

- Kirkpatrick's Four Levels of Evaluation
- Tools and techniques for measuring training impact
- Using feedback to improve training programs
- Ensuring training programs evolve with organizational needs

### 6. Leadership Development and Performance Management

- Identifying and developing future leaders
- Key components of leadership training
- Setting performance standards and expectations
- Conducting effective performance reviews

## 7. Career Planning and Development

- Supporting employees in their career growth
- Implementing mentoring and coaching programs
- Identifying key roles and preparing future leaders
- Ensuring business continuity through effective succession planning

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