

DESIGNING THE TRAINING PLAN

 **Dates and duration to be agreed upon**

 **Location to be agreed**

Please contact us for a personalised quote

OBJECTIVES

- Master the methods and tools to design a training plan.
- Be capable of making the actors aware of their responsibilities and include them in the various stages of the training actions (design, implementation and evaluation).

THE BENEFITS OF YOUR TRAINING

- High-level dynamic training based on teaching progression which encourages acquiring tools and methods that can be directly applied to the participants' professional environment.

TARGET AUDIENCE

HR and training managers

GOOD TO KNOW

Exemple de programme réalisable en 5 jours

EDUCATIONAL PROGRAMME

Module 1

The structure's training strategy

- Why train?
- The training's various beneficiaries, their expectations and their concerns.
- Analysing the existing system (assessment).
- The training policy; guidelines.



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Module 2

The various stages of the training plan

- Training Needs Assessment (TNA):
- identifying training needs;
- prioritising;
- arbitrating.
- Implementing training actions: drawing up the training specifications, planning and budgeting the training plan.
- Communicating at various stages of the training plan.
- Following up and evaluating training sessions.



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 **Prerequisites :** Have held or currently hold a position related to the training theme