

Training Design Certification Program

COURSE DESCRIPTION:

The three-day Course on Training Design Certification Program is designed for workplace learning and performance (L&D) practitioners who see the need to refine or strengthen their competency in training design. It will cover all the key elements of the training design process, using the ADDIE (Analysis-Design-Development- Implementation-Evaluation) Model of Instructional Systems Development (ISD).

Learning sessions will be highly interactive and practical. Participants will be provided opportunities to work in small groups to apply learning to develop immediately utilisable outputs following the building blocks approach.

OBJECTIVES

Performance (Terminal):

At the end of the program, participants will be able to develop comprehensive training designs that are responsive to identified priority L&D needs of individuals and organisations and compliant with a Course Design Quality Checklist.

Specifically, participants to the three-day course will be able to:

- Explain the shift from traditional classroom training to L&D perspective in addressing learning needs of individuals and business needs of organisations, and its implications on the training design process.
- Apply key principles and conditions that support adult learning to the training design process
- Contextualise the design process in the broader Instructional Systems Development Framework
- Develop terminal and enabling learning objectives following a set of criteria using Bloom's Taxonomy of Objectives as reference
- Formulate process/session objectives that are aligned with and supportive of the terminal and enabling objectives
- Develop a learning evaluation plan that adheres to the principle of "performance agreement"
- Determine and organise content areas and learning events using either task – centred, problem centred or topic – centred structure
- Apply a set of guidelines in selecting most appropriate team composition and logistic support requirements to implement a training design

- Consolidate the elements of a training design in a coherent format using a Training Activity Plan template
- Review a training design for completeness and coherence using a Course Design Quality Checklist

COURSE MODULES

I. Training and Development Perspectives

The module will provide the venue to discuss the shift from the traditional classroom training to the L&D perspective in addressing learning needs of individuals and business needs of organisations. The adult learning process, and key principles and conditions that support adult learning will be revisited in the context of L&D and the training design process.

II. Overview of Instructional Systems Development and the ADDIE Model

The module will introduce the ISD, a systems approach to analyzing, designing, developing, implementing, and evaluating training and instructional experiences that supports L&D, and ADDIE - a model that covers all the salient elements of the design process.

III. Developing learning objectives and evaluation plan

The third module will allow participants to differentiate levels of workplace development objectives, and review the types and domains of learning objectives. Participants will develop learning objectives that meet the criteria for effective objective statements. The module will likewise cover learning-training evaluation, an element that flows naturally from objective setting, but is commonly neglected in the design process.

IV. Fleshing out the design

The module will explore approaches for identifying key content and learning events that will help bring about the desired learning. Techniques for prioritising, organising and sequencing learning elements will be discussed to ensure that vital learning areas are covered using the most appropriate structure and sequence. A range of learning methodologies, their features and applications will be reviewed, and participants will identify the most appropriate mix to meet the identified learning objectives. Resources (training management team, learning facilitators, and logistics) that are necessary to support the execution of the training design will likewise be covered.

The participants will put together the elements of the training design that they have developed using a sample Training Design Template, and review the final output using a Course Design Quality Checklist.