informatech

HUMAN RESOURCES AND TRAINING | HRT-030

# Certified Training and Development Professional

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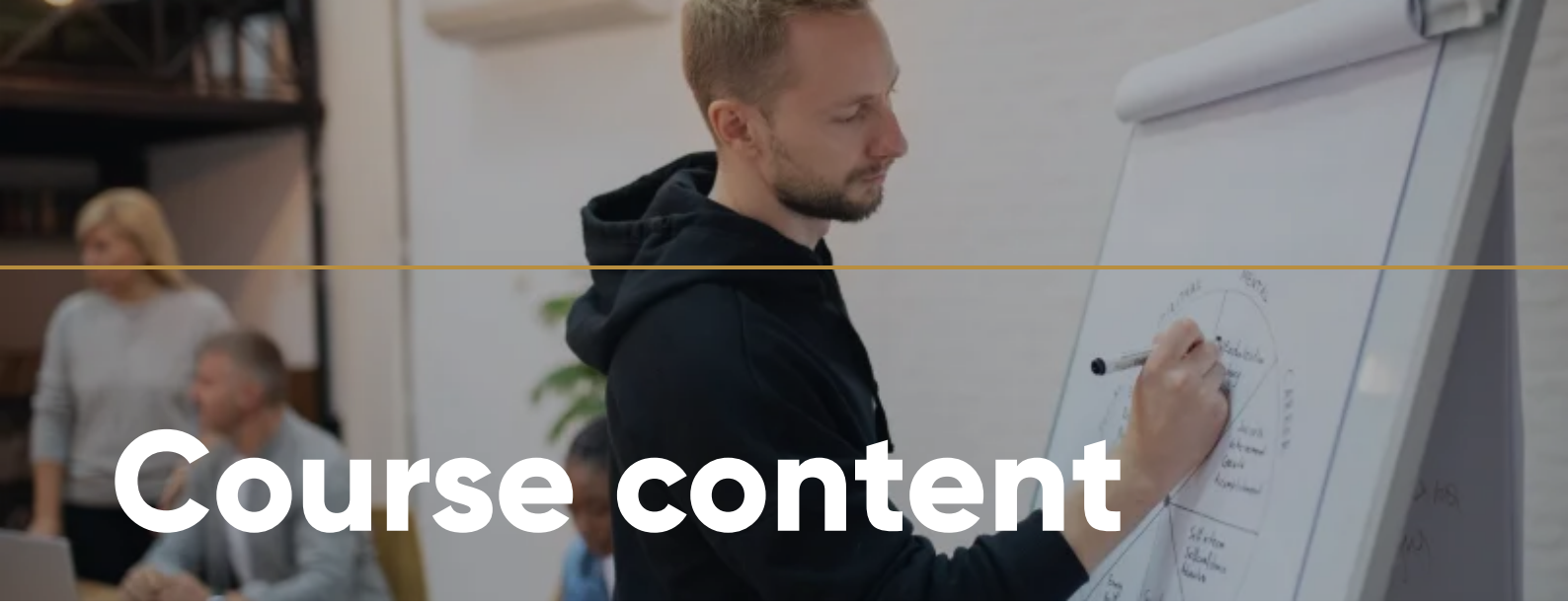


# Course content

## Why Attend

Organizations that invest in structured training and development build stronger capabilities, improve performance, and retain top talent. However, delivering impactful learning requires more than delivering courses—it demands a strategic approach to identifying needs, designing effective programs, and measuring results.

This programme is designed to equip professionals with the knowledge and practical tools required to manage the full training and development cycle. It focuses on aligning learning initiatives with business goals, designing engaging training programs, and evaluating their impact on performance.

Participants will gain the skills needed to become effective learning professionals who can drive organizational growth through continuous development.

## Course Methodology

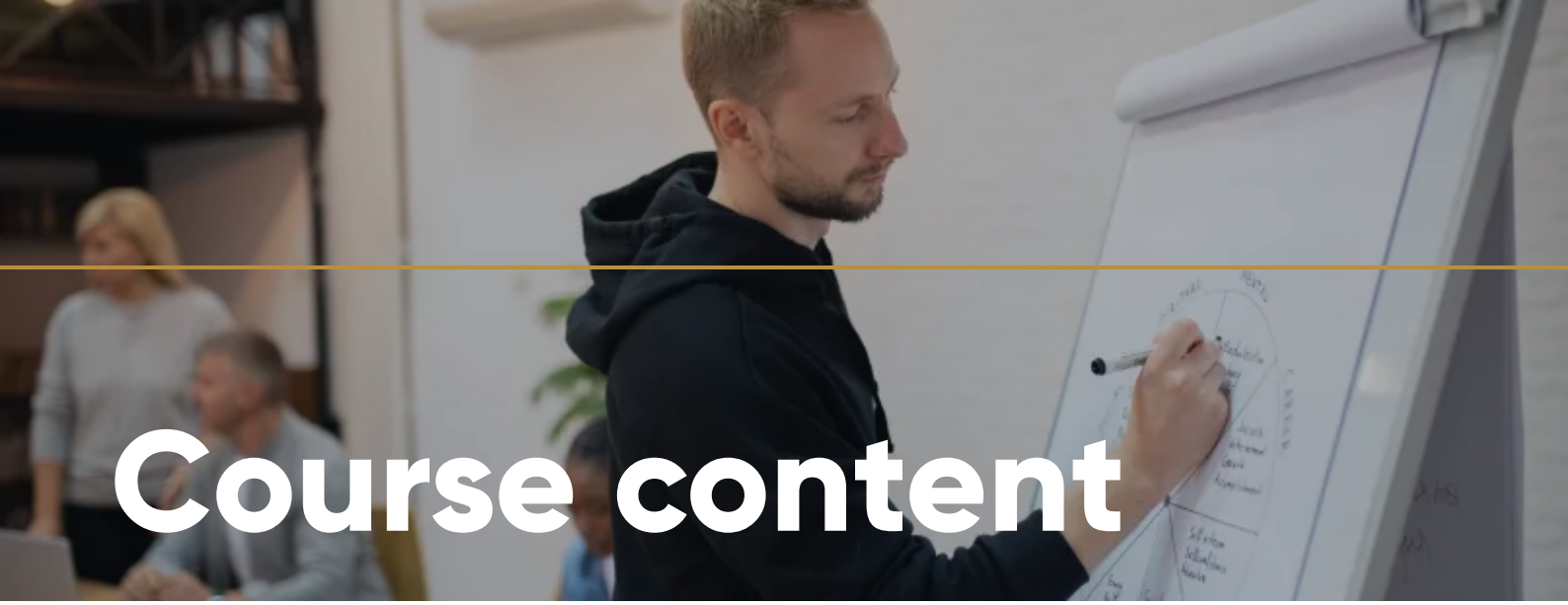
This programme uses an interactive and practical approach:

- Real-world training and development case studies
- Hands-on exercises in training design and delivery
- Group discussions and role-playing activities
- Scenario-based learning and simulations
- Practical tools for workplace application

## Course Objectives

By the end of this programme, participants will be able to:

- Understand the full training and development lifecycle
- Conduct effective training needs analysis (TNA)
- Design structured and engaging training programs
- Apply modern learning methods and delivery techniques



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## Course Objectives

• Evaluate training effectiveness and ROI

• Align learning strategies with organizational goals

• Improve employee performance through targeted development initiatives

## Target Audience

This course is suitable for:

• Training and Learning & Development (L&D) Professionals

• HR Professionals and Talent Development Specialists

• Trainers and Facilitators

• Instructional Designers

• Managers responsible for staff development

• Professionals involved in organizational learning initiatives

## Target Competencies

Participants will develop competencies in:

• Training needs analysis and planning

• Instructional design and course development

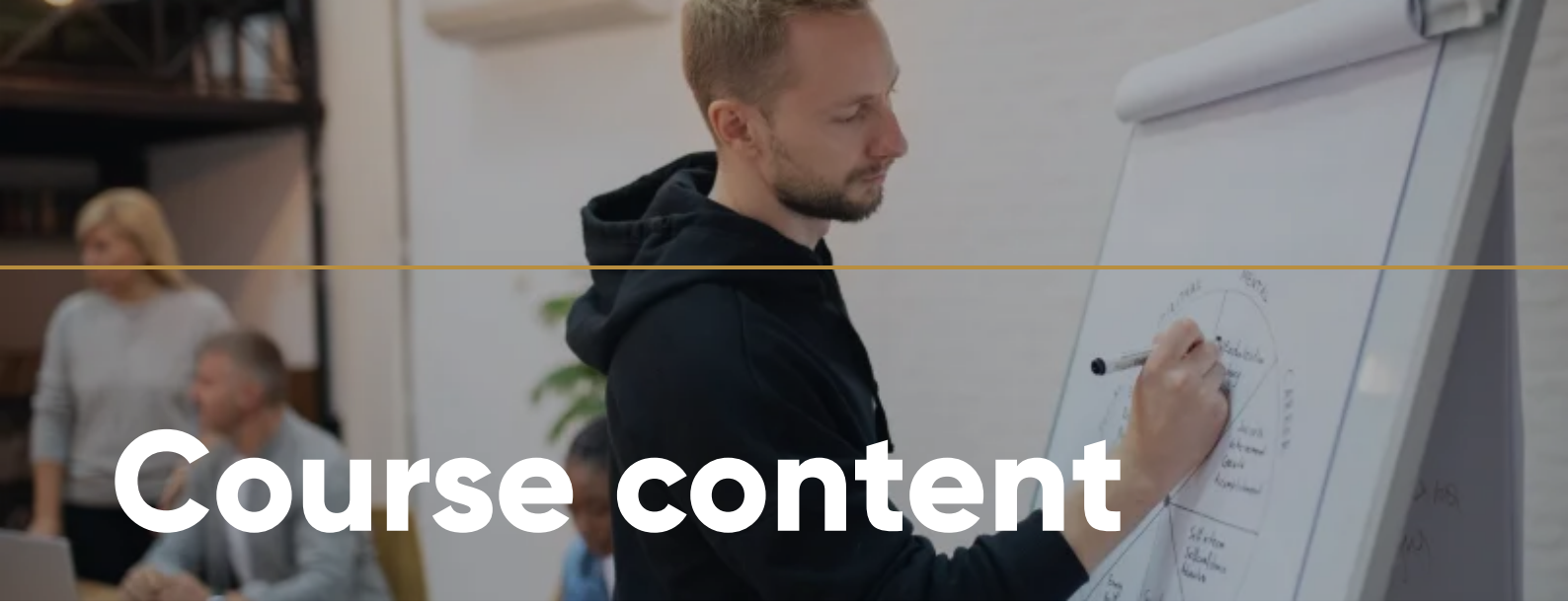
• Training delivery and facilitation skills

• Learning evaluation and performance measurement

• Talent development strategies

• Communication and engagement techniques

• Strategic alignment of training with business goals



# Course content

## Course outline

### Day 1: Foundations of Training and Development

- Introduction to training and development concepts
- Role of learning in organizational success
- Training vs development vs learning strategies
- Overview of the training lifecycle
- Identifying organizational learning needs
- Introduction to competency frameworks

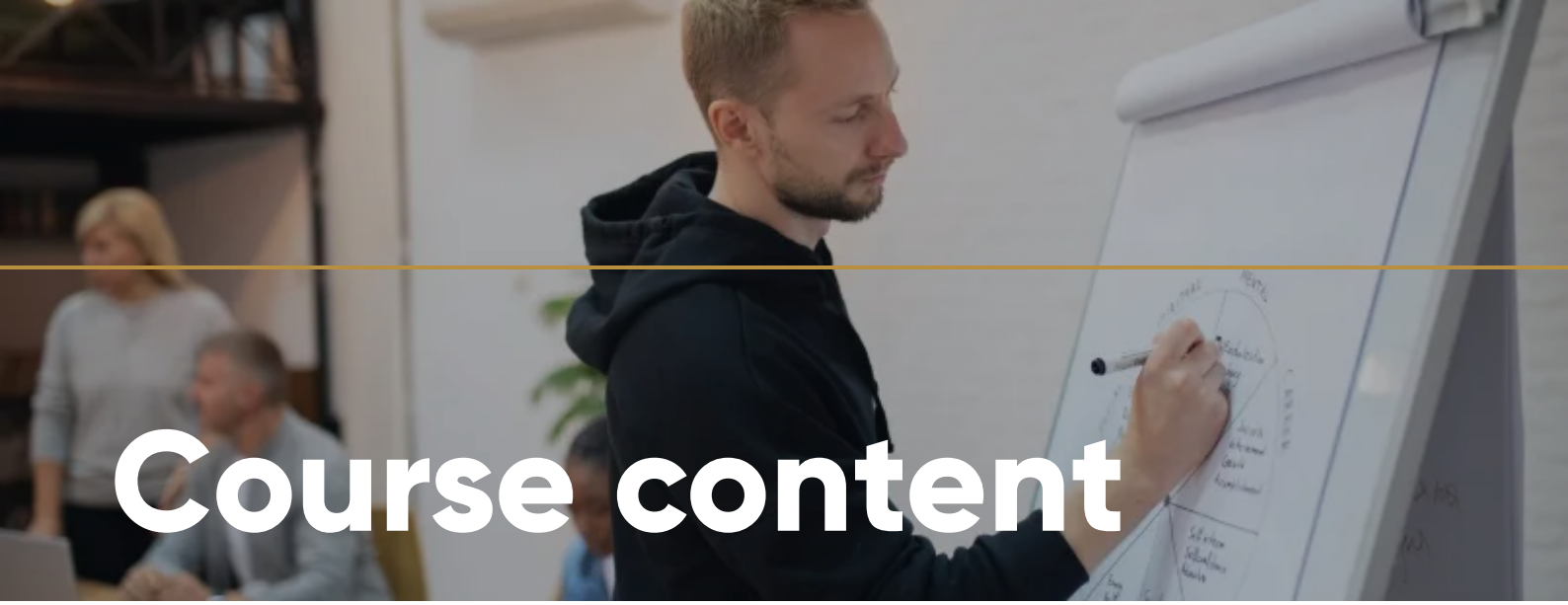
### Day 2: Training Needs Analysis (TNA)

- Methods for identifying training needs
- Organizational, task, and individual analysis
- Data collection techniques (surveys, interviews, performance data)
- Prioritizing training requirements
- Linking TNA to business objectives
- Practical exercise: conducting a TNA

### Day 3: Instructional Design and Program Development

- Principles of adult learning
- Designing learning objectives and outcomes
- Structuring training programs and content
- Developing training materials and resources
- Selecting appropriate training methods
- Case study: designing a training program

### Day 4: Training Delivery and Facilitation Skills



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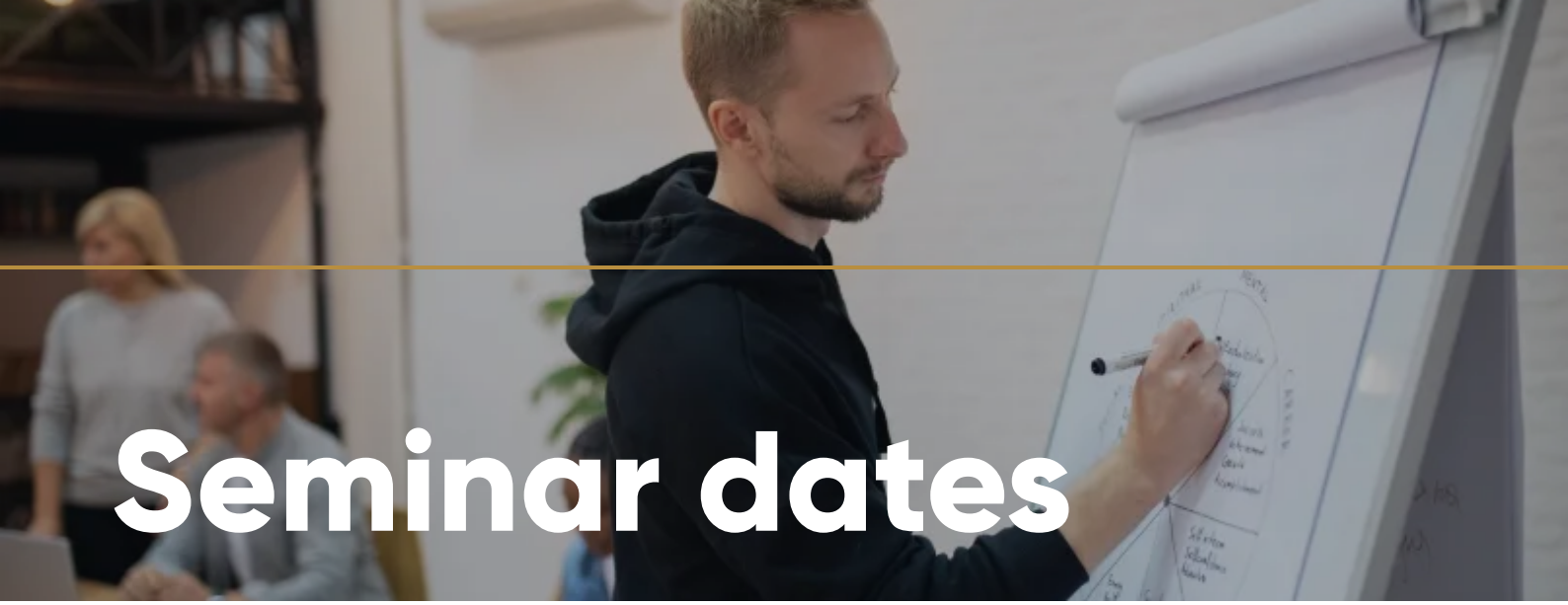
## Course outline

- Effective training delivery techniques
- Communication and presentation skills
- Engaging participants and managing group dynamics
- Using digital tools and blended learning approaches
- Handling challenges in training sessions
- Practical exercise: delivering a training session

**Day 5: Evaluation, ROI, and Continuous Improvement**

- Measuring training effectiveness (evaluation models)
- Assessing learning outcomes and performance impact
- Calculating return on investment (ROI)
- Feedback and continuous improvement
- Aligning training with organizational strategy
- Final project and participant presentations



# Seminar dates

## Available seminar dates

Live dates and pricing for Certified Training and Development Professional generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 16 - 20 November 2026 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 7 - 11 December 2026 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 21 - 25 December 2026 | London - U.K | Classroom | **€3,360.-** |
| 11 - 15 January 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 8 - 12 February 2027 | Geneva - Switzerland | Classroom | **€4,200.-** |
| 8 - 12 March 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 12 - 16 April 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 10 - 14 May 2027 | London - U.K | Classroom | **€3,360.-** |
| 14 - 18 June 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 12 - 16 July 2027 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 9 - 13 August 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 13 - 17 September 2027 | London - U.K | Classroom | **€3,360.-** |
| 11 - 15 October 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 8 - 12 November 2027 | Geneva - Switzerland | Classroom | **€4,200.-** |
| 13 - 17 December 2027 | Barcelona - Spain | Classroom | **€3,080.-** |

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|---|---|
| **Live online option** | Online delivery is available at €1,850.-. |