

# Course Outlines

Course Name	<b>Developing Effective Training</b>
Conducted By	Techno Management
Duration:	2 Days
Preparations	Classroom with a Data Show and whiteboard or flipchart
Audience	All managers involved in Human Resources Management
Pre-Requisites	None
General Notes	None

## **Developing Effective Training**

### **Course Contents**

#### **Course Description**

This two-day interactive workshop provides less experienced trainers with an overview of the training process and shows them how to make each element yield effective learning results.

#### **Course Outlines**

1. What is Training?
2. The Importance of Training
3. New Hire Orientation
4. The components of the training process and their relationships to each other
5. Management Development and Succession Plan
6. The role of training and development in the organization
7. Needs assessment methods and tools

#### **Audience**

New trainers or trainers with less than three years' hands-on experience or those who have not had a formal course in training development; training managers without a training background

#### **Course Timing**

1. Course duration is 2 days (16 hours)
2. Duration is from 9:00 am to 4:00 pm with one hour lunch break and two half an hour coffee breaks.