



## Training and Development: Tools & Strategies



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## Introduction:

Employees continuously need to develop their knowledge, skills, and abilities. This is crucial for them to maintain and develop operational capabilities and improve engagement and motivation levels. In this regard, demands on learning and development units are becoming more challenging. Learning and development professionals are expected to deliver while considering various criteria such as strategy directives, performance requirements, development needs and international trends to name a few. This course is designed to remove complexity and assist participants in the design and communication of comprehensive learning solutions wrapped in easy to use frameworks. Also, the course considers process development as well as tools to improve the efficiency and effectiveness of learning and development units

## Targeted Groups:

- Training and Development Specialists
- Team Leaders and Managers
- HR Business Partners
- The program also targets those who are directly involved in shaping the strategy of their learning and development units and designing associated tools and process workflows

## Course Objectives:

At the end of this course the participants will be able to:

- Categorize organizational learning and development maturity models based on strategic directives
- Design and select external training interventions based on defined criteria including cost-benefit analysis
- Develop conceptual designs for learning and development frameworks to facilitate a simple and effective nomination process by line managers and staff
- Differentiate between static and dynamic process workflows and administering those following operational needs
- Use a blended approach for the development and fulfillment of individual development plans for talents and successors

## Targeted Competencies:

- Formulating concepts and strategies
- Relating and networking
- Presenting and communicating information
- Applying expertise and technology
- Planning and organizing
- Training and development

## **Course Content:**

### **Unit 1: Creating a Training and Development Strategy:**

- Analysis of internal and external environment
- Developing learning and development strategies
- Behavioral learning requirements
- Functional development programs
- Managerial development programs
- Funding the training function
- Cost-benefit analysis of training
- Criteria for selecting learning and development projects

### **Unit 2: Training and Development Models:**

- Organizational learning and development trends
- High impact learning maturity model
- Incidental training
- Operational excellence
- Performance improvement
- Capability development
- Learning paradigms and continuous learning model
- Learning paradigms
- Timelines of development requirements

### **Unit 3: Learning Frameworks and Training Menus:**

- Push versus pull approach
- Design of easy to use frameworks
- Proficiency development
- Competency development
- Career development
- Training menus
- Communicating learning architecture

### **Unit 4: Process Development and Systematization:**

- Static process workflow
- Dynamic process workflow
- The power of toolkits
- Toolkit design and dissemination
- Automation
- Retention policy

## **Unit 5: Individual Development Plans:**

- Talent development programs
- Succession planning and development implications
- Development centers outcome
- Individual development plans
- Template structure
- The competency language
- Diversification of learning solutions
- On-the-job training methods
- Off-the-job training methods
- Education assistance