



Skills of designing, preparing and evaluating training bags



16 - 20 December 2024



Lisbon (Portugal)

Skills of designing, preparing and evaluating training bags

course code: H3058 From: 16 - 20 December 2024 Venue: Lisbon (Portugal) - course Fees: 4500 Euro

The training program objectives:

At the end of this training program we expect that the participants have achieved the following results:

Developing the knowledge, skills and trends of the participants in the design, preparation and evaluation of training bags according to international standards in the design, preparation and evaluation of training bags and work to provide the skills to participants in this field by linking concepts to practical application in their field of training and linking it to achieve the training needs of their organizations efficiently. And the experiences of program participants.

The objectives of the course include:

- Introducing the concept of modern training bags.
- Recognize the importance of the existence of training bags, and develop the training tools attached to the bag.
- Raising the efficiency of participants in the preparation and design of training bags through: (PTP) Techniques.
- Raise the efficiency of the evaluation of training bags and their relevance to the needs of the company through the standards: Classification and Rating of Training Packages - CRTPTM.
- Practice the steps of designing training bags.
- Provide a practical and simple approach to the preparation of training bags.
- Knowledge and skills units of the training program
- Integrated approach to the training process:
- The importance of training fields.
- Its relationship with administrative development.
- Components of the training process.
- Foundations of Effective Training.
- Training and education.
- The concept of the training package includes: Understanding Training Package
- The concept of training bag
- Why training bags?
- The importance of training packages
- Types of training bags
- When and how we rely on ready-made bags?
- The contents and structure of the training package

The basic components of the training bag:

- The basic components of the training bag
- The contents and structure of the training package with a matrix IMAS
- Vital variables in the training package

Basis of preparation of training packages:

- Steps to build and design training bag
- Preparation of bags
- Applications of McCarthy Theory (META4)
- CP3 is effective in designing training bags
- Identify training decisions, decisions take training standards
- Define the training time
- Compilation and organization of the training content standards
- Program Goals
- Program Guide
- Training methods used
- Training media used
- Design and construction phase
- Select topics and references used
- Divide the contents of the bag into modules or training packages

Training Package's Tools includes:

- The concept of training tools
- Types of training tools
- Choose training tools
- How to make use of tools and aids (numbers, materials, tools, devices, attitudes and activities)
- Classification of presentation aids (audio, visual, audiovisual, mass media, collective means and individual means)
- Computer Skills Program (Power Point Presentation Program)
- Make a presentation from the beginning (based on the provider)
- Add special effects
- Print presentation (bulletins distributed with presentation)
- Add, edit, and format text in the presentation
- Change backgrounds (colors and designs)
- Tips on how to display information
- Using pre-programmed panels and help programs

Stages of building effective training package (step by step - practical case) Step by Step to Build a TP includes:

- Before you start writing 5Ws
- Stages of preparation and writing
- Write note and methods of consolidation
- Technical design and output
- Date of the training bag (and workshop)

Artistic techniques in the design and preparation of training packages (PTP) Techniques include:

- Technical timeline and style 7 × 7 or 5 × 5 method
- K.S.A technology in the classification of training tools
- Determine practical application in each bag through DIF
- AIDA technology in the design of the bag and its units

To evaluate the training bags CRTP™ Program include:

- Why evaluate training bags
- What do we evaluate in training bags? (Standards)
- How do we evaluate training bags? (Tools)
- CRTP software
- Case Study Evaluation of Training Portfolio (Workshop)

Calendar, nutrition and feedback skills for training bags:

Feedback and its role in activating the process of active self-learning and ways to use them positively in improving the level of performance

Methods of evaluation and measurement of the training impact of the presentation and the design of forms and methods of tribal and temporary evaluation of the training system and its role in raising the level of performance and effectiveness

CRTP to evaluate the training bags

Models:

Participants are provided with templates used to design and prepare training bags and help raise presentation efficiency.

Training workshops for the application of scientific skills:

Field training workshops are held for training on a daily basis. The trainee is evaluated through the continuous evaluation form. The trainee receives a copy of the form supported by a graph of his performance level and feedback for daily improvement.