

# **HOW TO DESIGN TRAINING?**

PROFESSIONAL GUIDE TO DESIGNING SUCCESSFUL EMPLOYEE TRAINING PROGRAMS



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## **How To Design A Training Course**

F Rizvi

#### **How To Design A Training Course:**

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the fast paced business world organizations need faster readiness of employees to handle the complex responsibilities of their jobs The author conducted an extensive doctoral research study with 85 global experts across 66 project cases to explore the practices and strategies that were proven to reduce time to proficiency of employees in a range of organizations worldwide This book provides the readers with a first hand account of findings exclusively related to training and learning strategies instructional methods and curriculum design This book delivers over 21 training and learning strategies across online learning classroom instructions and on the job learning These strategies will allow training designers and learning specialists to design workplace training programs that hold the potential to shorten time to proficiency of employees The book not only describes findings of the study and theoretical underpinnings but it also provides practical guidance for implementation to equip corporate learning specialists HR professionals training leaders performance consultants and direct managers Chapter 1 of the book introduces the research study that was conducted and describes the sampling participants data collection and data analysis methodology Chapter 2 introduces the concept and definition of accelerated proficiency and metrics such as time to proficiency and speed to proficiency. The chapter sets the premise for the business need that demands learning designers to explore methods to shorten time to proficiency of employees Chapter 3 describes the result of proficiency curve analysis that revealed four possible trajectories to accelerate employee proficiency Chapter 4 introduces the four key hurdles in the form of the inefficiencies of traditional training models that hamper the acceleration of proficiency This chapter sets the stage what needs to be avoided when designing training meant to accelerate proficiency Chapter 5 addresses the group of findings related to online or e learning A conceptual model is presented to describe five e learning strategies with the great potential to accelerate proficiency in workplace skills Chapter 6 focuses on findings grouped as the formal classroom or instructor led instructional strategies The chapter specifies five instructional strategies to design classroom training and deliver an enriched learning experience to put learners on an accelerated proficiency path Chapter 7 explains the findings grouped as on the job learning or workplace learning strategies. The chapter describes three strategies for workplace learning design to leverage workplace opportunities and interventions which reported great potential to accelerate proficiency The chapter presents a conceptual model of workplace learning strategies to guide the implementation of these strategies Chapter 8 consolidate the strategies for online learning classroom learning and workplace learning into a simple model for training design that holds the potential to create training that can contribute into shortening time to proficiency of the employees Chapter 9 concludes the book with final thoughts on the role of training and learning strategies toward accelerating proficiency in the long run High-Impact Design for Online Courses Bethany Simunich, Andrea Gregg, Penny Ralston-Berg, 2024-02-14 High Impact Design for Online Courses introduces higher education professionals to an eight step course design model HIDOC that leverages the unique considerations of online and hybrid modalities at each stage in the process Though relevant to and informed by instructional designers and educational technologists this book is

specifically geared toward faculty who lack the administrative and technical supports they need to thrive in the new normal Each chapter includes step by step guidance on learner analysis course structure appropriate activities and assessments continuous improvement and other key elements of a successful digital course Teachers across disciplines and levels of experience will come away newly inspired and motivated with fresh insights into planning and drafting practical tips for pedagogy and design opportunities for self reflection and course revision and implications for learner centered delivery

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