



CLDP- Certified Learning & Development Professional

Duration: 5 Days

Introduction

This practical program is aimed to enhance the capabilities of those Learning & Development personnel who are involved in human capability development activities. This course provides proven set of critical methods, processes, tools and techniques for the development, execution & management of a systematic and dynamic Learning & Development system for industries.

The CLDP program will be very useful for all HR / L & D professionals and for candidates looking for a job role in an L & D department. Train the trainer modules delivered as part of the CLDP program will focus to develop the basic skills including effective and efficient program development, delivery, communication & presentation, conducting effective assessment, motivating & counselling, coaching & mentoring, relationship building, team building & working in a productive team, etc. that required for all L & D professionals of this generation.

This practical program offers the title of CLDP to the candidates who demonstrate their understanding of the profession during the program delivery by involving/leading group discussions and also after successful completion of the end of course assessment.

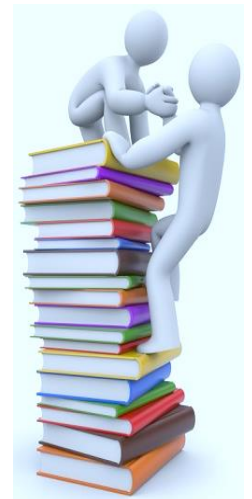
Suitable for

- Trainers (Classroom & OJT)
- Assessors & Internal Verifiers
- Training Coordinators & Training Team leaders
- Talent Management specialists & Team Leaders
- Learning & Development Advisors,
- Competency Development Advisors,
- Career Development specialists
- Learning & Development Managers
- HR Managers & Team Leaders

Learning Outcomes

The expected learning outcome of this 5 days session include but not limited to the followings.

- Understand the best practices employed in Training, Human capability development & Assessment activities by major industries and institutions.
- Competency to develop training plans in line with organization's HR strategy.
- Carryout Training Need Analysis/Development Need Analysis
- Understand the concept of Competency and structure of competency levels.
- Learn to develop a Comprehensive Competence Development plan.
- Learn to map the competency assessment standards to tasks.
- Enhanced capability to develop & deliver customised and productive training sessions.
- Setting KPIs & manage own performance.
- Understand the various learning styles of different types of individuals.
- Prepare delivery plans while developing and delivering training sessions.
- Enhanced skills to evaluate training Vendors.
- Skill to execute relevant & transparent competence assessment activities.
- Skills to develop job descriptions and job competency profiles.
- Capability to prepare training plans and training budgets.
- Skills for selection & recruitment of Training personnel.
- Skills to develop training progress reports.
- Skills to select development/training plans that are most efficient & economical.
- Skills to motivate and counsel trainees.
- Learn specific skills to evaluate training programs & analyzing ROI.
- Learn the best practices for Talent management & Career development.
- Capability to set up assessment centers for leadership assessment.
- Understand modern trends in Training.



Training Modules

Day -1 HR Strategy, Training & Competency Framework

- Introduction
- Training & HR strategy
- Objectives of Training at organisational level
- Training & Development
- Competency- The Concept & Definition
- Competency & Organisational effectiveness
- Competency Based Training- CBT
- Advantages of CBT
- Competency structure
- Competency Dictionary
- Various levels of competency
- Competency Standards & Competency- Areas
- Competence Development Systems
- Competency Framework Development

Day-2 Job competence Profiles & Training Need Analysis

- Job Competence Profiles- JCP Structure
 - A, K, S & M Concept
- Individual job roles & Job descriptions
- Development of specific JCPs
- JCP elements & Inputs
- Advantages and uses of JCPs
 - Deciding on training needs
 - Succession planning
 - Human Resources planning
 - Recruitment & Selection
- Training Need Assessment
 - Objectives of TNA
 - Training need assessment -In depth & Short
 - TNA methodologies
- Baseline Assessment – Development & Execution

Day -3 Train The Trainer

- Characteristics /skills of a good Trainer
- Develop training modules / programs
 - Develop plans
 - Identifying the resources
 - Setting learning objectives
 - Developing the main content
 - Develop presentation / slides
 - Delivery plans
 - Questions & Answer banks
- Training Delivery
 - Art of facilitation/delivery
 - Setting the climate/Ice breakers
 - Trainer's body language
 - Creating interactive sessions
 - Effective use of learning Aides
 - Course end assessment
 - Course feedback
 - DOs and Don't s during training delivery
- Motivating & Counselling
- **ON Job Training-** planning, execution & follow up

Day- 4 Capability Development Methods

- Selection of Development plans
- Criteria for selection-
 - Classroom training
 - On Job Training
 - E-learning- Advantages

- Blended Learning
- Simulator training – Selection & delivery
- Coaching & Mentoring
- Workplace learning
- Emerging trends in training
- Learning Strategies & Styles
- Learning principles
 - Trainee Characteristics
 - Principles of adult learning
 - Kolbe’s Learning styles
 - Instructional psychology
- Recruitment & Selection of Training staff
- Outsourcing Training programs
 - Selecting the right provider/vendor
 - Equipment specific training/OEM training
- Role of Psychometrics in T & D

Competence Assessment & Assurance systems

- Introduction
- Features of Assessment systems
- Effectiveness of Vocational Qualifications (NVQ/SVQ/IVQ)
- Assessment standards
- Customising Assessment standards
- Assessor Qualification
- Assessing a candidate & Assessment systems
- Progress reporting

Assessing the effectiveness of a Training program

- Evaluation of Training Programs
- Kirk Patrick’s evaluation frame work
- CIRO approach

- CIPP model
 - Return On Investment
 - Five levels ROI frame work
 - Review & Follow up- Systems & tools
 - Cost benefit Analysis of Training
 - Critical Success factors of L & D department

Assessment & Certification

Formative Assessment: Candidates will be assessed on their involvement, completion of individual and team-based assignments, understanding of the subject, etc during the training delivery.

Summative assessment: This will be the standard written assessment done on the last day of the program.

Project Assignment: Candidates will be given a project/task. They have to prepare a project report on how they complete the task in line with the learning that they achieved as part of the CLDP training.

Certification: On successful completion of above, the candidates will be provided with the following 2 certificates.

1. **Course completion certificate from TRACEZ**
2. **CLDP certificate from CPD UK.**

