

# **LEARNING & DEVELOPMENT (L&D) FUNDAMENTALS**



**GENTEX<sup>®</sup>**  
TRAINING CENTER



## Introduction

Every strong organization depends on continuous employee growth to stay competitive. This Learning & Development (L&D) Fundamentals Training Course introduces the core principles, processes, and tools needed to design, deliver, and evaluate effective training programs. Furthermore, it explores training needs analysis, instructional design basics, and learning delivery methods used across industries. As a result, participants learn to build structured L&D programs that align with organizational goals. In addition, the course covers e-learning basics, evaluation models, and learning technology fundamentals. Participants leave equipped with a solid foundation to support employee development initiatives confidently.

## Learning & Development (L&D) Fundamentals Course Objectives

- Understand the core principles and scope of learning and development
- Conduct a training needs analysis (TNA) to identify skill gaps
- Apply the ADDIE model to structure training programs
- Design learning objectives using Bloom's Taxonomy
- Select appropriate training delivery methods for different audiences
- Apply adult learning principles (andragogy) to training design
- Evaluate training effectiveness using Kirkpatrick's Four Levels
- Understand basic e-learning and learning management system (LMS) concepts
- Build simple training plans and schedules
- Communicate the value of L&D programs to stakeholders



## Course Methodology

This training course combines lectures, case studies, and practical training design exercises. Furthermore, participants practice conducting training needs analysis using sample scenarios. In addition, group workshops apply the ADDIE model to build basic training plans. Discussions examine real L&D implementation challenges. As a result, participants leave with foundational, applied L&D skills.

## Who Should Take This Course

- New learning and development professionals
- HR generalists supporting training functions
- Training coordinators and administrators
- Team leaders involved in employee development
- HR business partners
- Talent management support staff
- Anyone new to the L&D field

## Learning & Development (L&D) Fundamentals Course Outlines

### Day 1: Introduction to Learning and Development

- Overview of L&D concepts and organizational value
- Understanding the role of L&D within HR
- Introduction to the ADDIE model
- Linking L&D to business objectives

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- Identifying types of training programs
- Reviewing current L&D trends
- Group discussion on L&D challenges

## Day 2: Training Needs Analysis and Objectives

- Conducting a training needs analysis (TNA)
- Identifying skill gaps through assessment tools
- Applying Bloom's Taxonomy to learning objectives
- Structuring clear, measurable training goals
- Prioritizing training needs across departments
- Case study: conducting a sample TNA
- Workshop: drafting learning objectives

## Day 3: Instructional Design Basics

- Applying adult learning principles (andragogy)
- Structuring training content logically
- Selecting appropriate training delivery methods
- Designing engaging training activities
- Building simple training materials
- Case study: reviewing training design examples
- Workshop: designing a basic training session

## Day 4: Delivery Methods and E-Learning Basics

- Comparing classroom, blended, and digital delivery
- Introduction to e-learning and LMS platforms



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- Facilitating effective in-person training sessions
- Applying basic multimedia in training materials
- Managing virtual and remote training delivery
- Case study: e-learning implementation example
- Workshop: exploring an LMS platform

## Day 5: Evaluation and Program Management

- Applying Kirkpatrick's Four Levels of evaluation
- Measuring training effectiveness and feedback
- Building simple training plans and schedules
- Communicating L&D value to stakeholders
- Managing basic training logistics and resources
- Sustaining continuous improvement in L&D programs
- Course review and action planning

## Conclusion

By successfully completing the Learning & Development (L&D) Fundamentals Training Course, participants will have acquired foundational skills in training needs analysis, instructional design, and evaluation methods. Furthermore, they will understand how to apply frameworks such as ADDIE and Kirkpatrick's Four Levels to support effective learning programs. As a result, participants gain the confidence to contribute meaningfully to organizational training initiatives. Gentex Training Center remains committed to building strong L&D foundations for HR and training professionals.





## FAQs

### Q1 What is the "Learning & Development (L&D) Fundamentals" course about?

This course introduces the core principles of designing and delivering training programs. It covers training needs analysis, instructional design basics, and evaluation methods, helping participants build a strong foundation in L&D practice.

### Q2 What are the key benefits of the "Learning & Development (L&D) Fundamentals" course?

Participants gain practical training design skills, stronger needs analysis abilities, and foundational evaluation techniques. Additionally, they learn to select appropriate delivery methods and communicate the value of L&D programs to stakeholders.

### Q3 What skills will I gain from the "Learning & Development (L&D) Fundamentals" course?

Participants gain training needs analysis, instructional design, delivery method selection, and evaluation skills. These core competencies help HR and L&D professionals build and support effective employee development programs.



## Q4 What tools, methods, or standards are covered in the "Learning & Development (L&D) Fundamentals" course?

The course covers the ADDIE model, Bloom's Taxonomy, Kirkpatrick's Four Levels of evaluation, and learning management system (LMS) basics. These proven frameworks give participants a structured introduction to L&D practice.

## Q5 How is the "Learning & Development (L&D) Fundamentals" course applied in real-world practice?

Participants apply concepts through training needs analysis exercises, basic training design workshops, and LMS platform exploration. As a result, they leave with foundational skills ready to support real L&D initiatives.