

MASTERING THE TRAINING CYCLE



GENTEX[®]
TRAINING CENTER



Introduction

The Mastering the Training Cycle Training Course equips HR and L&D professionals with the skills needed to manage every stage of the training process from start to finish. Effective training does not happen by chance; it follows a structured cycle that includes needs analysis, design, delivery, and evaluation. This course introduces the ADDIE model, Training Needs Analysis (TNA), instructional design principles, and Kirkpatrick's Four Levels of Evaluation, giving participants a complete framework for building impactful training programs. Furthermore, the course explores how each stage of the cycle connects to produce measurable learning outcomes. As a result, participants gain the confidence to manage the full training cycle with precision and consistency.

Mastering the Training Cycle Course Objectives

- Apply the ADDIE model across the full training cycle
- Conduct a comprehensive Training Needs Analysis (TNA)
- Design training content using instructional design principles
- Select appropriate delivery methods for different audiences
- Build measurable learning objectives using Bloom's Taxonomy
- Apply facilitation techniques for effective training delivery
- Evaluate training impact using Kirkpatrick's Four Levels
- Build post-training assessment and feedback tools
- Manage training logistics and resource planning
- Continuously improve training cycles using evaluation data

Course Methodology

- Interactive workshops using real training cycle scenarios
- Case study analysis of complete training programs

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- Group exercises applying the ADDIE model
- Hands-on practice building training needs assessments
- Guided discussions on facilitation techniques
- Practical templates for managing each training stage

Who Should Take This Course

- HR and L&D managers and coordinators
- Training officers and instructional designers
- Talent development professionals
- HR business partners supporting training initiatives
- Organizational development specialists
- Team leaders responsible for staff training

Mastering the Training Cycle Course Outlines

Day 1: Foundations of the Training Cycle

- Overview of the complete training cycle
- Introduction to the ADDIE model
- Role of needs analysis in training success
- Understanding adult learning principles
- Aligning training cycles with business goals
- Common training cycle mistakes
- Building a training cycle roadmap

Day 2: Analysis and Design



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- Conducting a Training Needs Analysis (TNA)
- Gathering data through surveys and interviews
- Writing measurable objectives with Bloom's Taxonomy
- Applying instructional design principles
- Structuring content for different learning styles
- Selecting appropriate delivery methods
- Case study on training design planning

Day 3: Development and Preparation

- Developing training materials and resources
- Building engaging training activities
- Preparing facilitation guides and session plans
- Managing training logistics and scheduling
- Selecting tools and technology for delivery
- Reviewing materials for quality and accuracy
- Group exercise on material development

Day 4: Delivery and Facilitation

- Applying effective facilitation techniques
- Managing group dynamics during training
- Handling questions and difficult participants
- Using engagement techniques to sustain attention
- Managing virtual and in-person delivery formats
- Adapting delivery style to audience needs
- Role-play exercise on facilitation skills





Day 5: Evaluation and Continuous Improvement

- Applying Kirkpatrick's Four Levels of Evaluation
- Measuring reaction, learning, behavior, and results
- Building post-training assessment tools
- Using feedback loops for continuous improvement
- Reporting training outcomes to stakeholders
- Reviewing lessons from real training cycles
- Action planning for workplace application

Conclusion

By successfully completing the Mastering the Training Cycle Training Course, participants will have acquired the knowledge to manage every stage of training design and delivery effectively. They will understand how to apply the ADDIE model, conduct Training Needs Analysis, and evaluate results using Kirkpatrick's Four Levels of Evaluation. Additionally, they will be equipped to develop, deliver, and continuously improve training programs. This Training Course, delivered by Gentex Training Center, prepares participants to manage the complete training cycle with confidence and consistency.

FAQs

Q1 What is the "Mastering the Training Cycle" course about?

This course teaches HR and L&D professionals how to manage every stage of training, from needs analysis through evaluation. It covers the ADDIE model and other structured frameworks that support effective, results-driven training programs.





Q2 What are the key benefits of the "Mastering the Training Cycle" course?

Participants gain the ability to design consistent, high-quality training programs and measure their impact effectively. The course also strengthens skills in managing training logistics, delivery, and continuous improvement.

Q3 What skills will I gain from the "Mastering the Training Cycle" course?

Participants develop skills in training needs analysis, instructional design, facilitation, and training evaluation. These skills allow professionals to manage the full training cycle from planning through measurable results.

Q4 What tools, methods, or standards are covered in the "Mastering the Training Cycle" course?

The course covers the ADDIE model, Training Needs Analysis (TNA), Bloom's Taxonomy, Kirkpatrick's Four Levels of Evaluation, and instructional design principles relevant to managing the full training cycle.

Q5 How is the "Mastering the Training Cycle" course applied in real-world practice?

Participants apply course concepts by building training needs assessments, developing session plans, and creating evaluation tools. These tools transfer directly into daily L&D work, supporting stronger training design and measurable outcomes.