

THE COMPLETE COURSE FOR TRAINING, LEARNING & DEVELOPMENT PROFESSIONALS



GENTEX[®]

TRAINING CENTER



Introduction

The Complete Course for Training, Learning & Development Professionals Training Course equips L&D practitioners with the full range of skills needed to design, deliver, and evaluate effective learning programs. Furthermore, it covers training needs analysis, instructional design models, facilitation techniques, and evaluation methods used across modern organizations. Participants learn to apply structured frameworks such as ADDIE and Kirkpatrick's four levels of evaluation to build training that produces measurable results. As a result, attendees gain the technical and practical skills needed to manage the entire training cycle with confidence. This Training Course also strengthens facilitation and presentation abilities, helping participants engage learners and support lasting behavior change.

The Complete Course for Training, Learning & Development Professionals Course Objectives

- Conduct training needs analysis using structured diagnostic tools
- Apply the ADDIE model to design training programs
- Write clear learning objectives using Bloom's taxonomy
- Design engaging instructional materials and activities
- Apply adult learning principles to training delivery
- Use facilitation techniques to manage group dynamics
- Evaluate training effectiveness using Kirkpatrick's four levels
- Build blended learning programs combining multiple delivery methods
- Design assessment tools to measure learning outcomes
- Create training calendars aligned with organizational needs

Course Methodology



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- Interactive lectures combined with live facilitation practice
- Hands-on workshops applying the ADDIE model
- Group exercises designing training materials
- Role-play sessions practicing facilitation techniques
- Case study analysis of successful training programs
- Peer feedback on delivery and presentation skills

Who Should Take This Course

- Training coordinators and specialists
- Learning and development professionals
- Instructional designers
- HR professionals responsible for training functions
- Subject matter experts transitioning into training roles

The Complete Course for Training, Learning & Development Professionals Course Outlines

Day 1: Foundations of Training and Development

- Defining the role of training within organizations
- Understanding the training and development cycle
- Reviewing adult learning principles
- Introducing the ADDIE instructional design model
- Identifying stakeholders in the training process
- Aligning training with organizational strategy
- Setting personal learning objectives for the course





Day 2: Analyzing Training Needs

- Conducting training needs analysis
- Using diagnostic tools to identify skill gaps
- Gathering data through surveys and interviews
- Prioritizing training needs across departments
- Writing clear learning objectives using Bloom's taxonomy
- Defining target audiences for training programs
- Documenting needs analysis findings

Day 3: Designing Training Programs

- Applying the ADDIE model to program design
- Designing engaging instructional materials
- Building blended learning programs
- Selecting appropriate delivery methods
- Structuring training content for retention
- Designing assessment tools to measure learning
- Creating training calendars and schedules

Day 4: Delivering and Facilitating Training

- Applying adult learning principles to delivery
- Using facilitation techniques to manage group dynamics
- Handling difficult participants and situations
- Using questioning techniques to check understanding
- Strengthening presentation and communication skills

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- Managing virtual and in-person training sessions
- Encouraging participation and engagement

Day 5: Evaluating and Sustaining Training Impact

- Applying Kirkpatrick's four levels of evaluation
- Measuring reaction, learning, behavior, and results
- Building post-training follow-up plans
- Reporting training outcomes to stakeholders
- Using evaluation data to improve future programs
- Sustaining learning transfer in the workplace
- Creating a long-term training development strategy

Conclusion

By successfully completing The Complete Course for Training, Learning & Development Professionals, participants will gain a full understanding of training needs analysis, instructional design, and facilitation techniques. In addition, they will have acquired practical skills in applying the ADDIE model and Kirkpatrick's evaluation framework to build effective training programs. This Training Course, delivered by Gentex Training Center, prepares L&D professionals to manage the entire training cycle with technical confidence and measurable impact.

FAQs





Q1 What is the "The Complete Course for Training, Learning & Development Professionals" course about?

This course covers the full training cycle, from needs analysis and instructional design through delivery and evaluation. It focuses on building practical skills that L&D professionals can apply across the entire process.

Q2 What are the key benefits of the "The Complete Course for Training, Learning & Development Professionals" course?

Participants learn to design training that produces measurable results and engages learners more effectively. Furthermore, they gain confidence in facilitation, helping them manage group dynamics and difficult training situations.

Q3 What skills will I gain from the "The Complete Course for Training, Learning & Development Professionals" course?

You will develop skills in training needs analysis, instructional design, facilitation, and training evaluation. These skills allow you to manage training programs from initial diagnosis through to measured impact.



Q4 What tools, methods, or standards are covered in the "The Complete Course for Training, Learning & Development Professionals" course?

The course covers the ADDIE model, Bloom's taxonomy, and Kirkpatrick's four levels of evaluation. These frameworks support structured, results-oriented training design and assessment.

Q5 How is the "The Complete Course for Training, Learning & Development Professionals" course applied in real-world practice?

Graduates apply these methods by conducting needs analyses, designing ADDIE-based programs, and evaluating results using Kirkpatrick's framework. As a result, organizations see training programs that deliver measurable, lasting impact.