

Certified Learning & Development Professional

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GSDC's Global Accredited Certified Learning and Development Manager will give your Competencies which are highly useful in recruitment and selection, performance management and succession planning.



ABOUT CERTIFICATION

There is a remarkable relationship between effective training and guidance provided by line managers, supervisors and trainers and the levels of employee satisfaction, commitment and motivation.

The learning manager of the association has to realize how to recognize the need of the preparation, plan and compose the way toward preparing that will be most productive to meet the necessity.

The present L&D manager faces intense difficulties to get purchase in, demonstrate adequacy through preparing measurements.

OBJECTIVES

The high level learning objectives of Certified Learning & Development Professional course are as below:

- You will learn Competency Iceberg Model for pinpointing skills and traits.
- Learn how to develop competency maps and behaviourally anchored rating systems to plan structured and scientific training in your organization.
- Understand how BARS can be used for valid competency assessment.
- Conduct competency based TNA for accurate training scheduling.
- Understand how HR Analytics can be used to validate competencies.
- Understand KASH and ASK models of competency.
- Learn how competency gaps are identified using 360 degree Feedback Technique and Competency Assessment Centers and understand the effectiveness of the same.
- Learn how to use Correlation Studies to evaluate training.
- Learn how to create an Individual Development Plan and Developmental Calendar.
- Learn how to create L&D metrics and get management buy in to training.

Our Accreditation:



The Global Skill Development Council (GSDC) is the leading third-party, Vendor-neutral, international credentialing and certification organization. The Global Skill Development Council (GSDC) is proud to be ANSI Accredited Member. The American National Standards Institute (ANSI) is a private, non-profit organization that administers and coordinates the U.S. voluntary standards and conformity assessment system.

COURSE SYLLABUS

Introduction :

Training, Development and Education:

- ✓ Introduction
- ✓ Objectives of Training
- ✓ Areas of Training
- ✓ Training Drawbacks
- ✓ Benefits of Training
- ✓ Need for Training
- ✓ Types of Training
- ✓ Training Risks
- ✓ Difference between training, education & development
- ✓ Role of T&D in HRD

Training Skills and Techniques:

- ✓ Teaching Skills
- ✓ Presentation Skills
- ✓ Preparing to Teach
- ✓ Develop and Deliver Concepts
- ✓ Methods in Training
- ✓ Training Delivery Methods
- ✓ Criteria For Method Selection
- ✓ Effective Learning and Teaching Methods

Learning and Learning Styles:

- ✓ What is learning?
- ✓ Learning Styles
- ✓ The Three Representational Modes (TRiM)
- ✓ Self, Met cognition, Cognition, Knowledge (SMCK)
- ✓ Other Supporting Theories
- ✓ Adult Learning
- ✓ Principles of Training
- ✓ Student Types

Training Policy:

- ✓ Policy for Training
- ✓ Good Policy Characteristics
- ✓ Classification of Policies
- ✓ Formulation of Policies
- ✓ Factors Influencing Policy Determination
- ✓ HR Training and Business Management

Training Need Assessment:

- ✓ Training Content for Different Categories of Employees
- ✓ Steps for Needs Assessment

Designing Training Plan:

- ✓ Learning Objectives
- ✓ Requirements of Learners
- ✓ Steps for T&D Plans
- ✓ Planning Implementation of Training Plan
- ✓ Training Room Design
- ✓ The Training Procedure

T&D Programs:

- ✓ Introduction
- ✓ Training at Professional Institutions
- ✓ Workers Training Programme
- ✓ Supervisory Training & Development Programme
- ✓ Training Aids
- ✓ Training Media

Competency Based Training:

- ✓ Competencies
- ✓ Competency Profiling
- ✓ Competency-Based HRM Models

New Employee Training:

- ✓ New Hire Training
- ✓ Purpose of Orientation
- ✓ Goals of Orientation Programs
- ✓ Types of Orientation
- ✓ The Orientation 'Toolkit'
- ✓ On The Job Training

Management Development:

- ✓ Management Development Introduction
- ✓ Requisites for Successful Management Development Program
- ✓ Management Development Techniques

Mentoring and Coaching:

- ✓ Coaching Employees
- ✓ Activity-Mentoring Training
- ✓ Workplace Mentoring

Computer Based Training:

- ✓ Computer Aided Instruction
- ✓ Computer-based Training
- ✓ CBT Usage
- ✓ Decision Process for CBT Viability
- ✓ New Capabilities
- ✓ Web-Based Training
- ✓ FLEX

Evaluation of Training:

- ✓ Concept
- ✓ Need for Evaluation
- ✓ Principles of Evaluation
- ✓ Evaluation Design
- ✓ Measuring Training Effectiveness/Impact
- ✓ Evaluation Plan
- ✓ Evaluation Types and Process
- ✓ Warr's Framework of Evaluation
- ✓ Kirkpatrick's Four Levels of Evaluation
- ✓ Feedback and Assessment
- ✓ Evaluating Training-staff Performance
- ✓ ROI (Return on Investment) in Training
- ✓ Cost Effectiveness
- ✓ Justification on Investment
- ✓ Evaluation of Management Training
- ✓ General Observations

Effective Training and Development:

- ✓ Effective T & D
- ✓ Assessing Training Effectiveness
- ✓ High Yield Training Checklist
- ✓ Training for Performance

Train the Trainer:

- ✓ Training & Development Specialist
- ✓ Role of T&D Specialist
- ✓ Skills of An Effective Trainer

Training for Diversity:

- ✓ Introduction
- ✓ Attitudes
- ✓ Diversity Strategies



GSDC Technical Advisory Board :

The GSDC is the leading certification association which brings together innovative organizations and founding thought-leaders as Technical Advisors from over 40 countries to design curriculum on Blockchain, Devops, Six Sigma & Agile Certifications.

Further Information:

Target Audience

- L&D Manager, Functional Consultants • Regional Training Managers
- Senior Trainers, OD Managers, Lead Trainer & Coach
- L&D Principals, L&D Heads
- Training specialists, Freelancers, E-learning Specialist
- Operation Managers, DGM-Training & Development
- CFO, Corporate trainers, senior executive-training

Pre-requisites

There are no prerequisites for attending the course itself. A degree of course completion from our Certified Scrum Trainer makes you eligible for Agile Scrum Master Online Test.

You may also be interested in:

- Lean Six Sigma
- DevOps Practitioner

Find out more online at www.gsdccouncil.org