



HUMAN RESOURCES AND TRAINING

Certified Training and Development Professional

Course code: HRT-030

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Organizations that invest in structured training and development build stronger capabilities, improve performance, and retain top talent. However, delivering impactful learning requires more than delivering courses—it demands a strategic approach to identifying needs, designing effective programs, and measuring results. This programme is designed to equip professionals with the knowledge and practical tools required to manage the full training and development cycle. It focuses on aligning learning initiatives with business goals, designing engaging training programs, and evaluating their impact on performance. Participants will gain the skills needed to become effective learning professionals who can drive organizational growth through continuous development.

Why Attend

This programme uses an interactive and practical approach:

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- Real-world training and development case studies
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- Hands-on exercises in training design and delivery
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Who Should Attend

Training and Learning & Development (L&D) Professionals
HR Professionals and Talent Development Specialists
Trainers and Facilitators
Instructional Designers
Managers responsible for staff development

— Learning Objectives

- Understand the full training and development lifecycle
- Conduct effective training needs analysis (TNA)
- Design structured and engaging training programs
- Apply modern learning methods and delivery techniques
- Evaluate training effectiveness and ROI
- Align learning strategies with organizational goals
- Improve employee performance through targeted development initiatives

— Course Outline

DAY
1

Foundations of Training and Development

- Introduction to training and development concepts
- Role of learning in organizational success
- Training vs development vs learning strategies
- Overview of the training lifecycle
- Identifying organizational learning needs
- Introduction to competency frameworks

DAY
2

Training Needs Analysis (TNA)

- Methods for identifying training needs
- Organizational, task, and individual analysis
- Data collection techniques (surveys, interviews, performance data)
- Prioritizing training requirements
- Linking TNA to business objectives
- Practical exercise: conducting a TNA

DAY
3

Instructional Design and Program Development

- Principles of adult learning
- Designing learning objectives and outcomes
- Structuring training programs and content
- Developing training materials and resources
- Selecting appropriate training methods
- Case study: designing a training program

DAY
4

Training Delivery and Facilitation Skills

- Effective training delivery techniques
- Communication and presentation skills
- Engaging participants and managing group dynamics
- Using digital tools and blended learning approaches
- Handling challenges in training sessions
- Practical exercise: delivering a training session

DAY
5

Evaluation, ROI, and Continuous Improvement

- Measuring training effectiveness (evaluation models)
- Assessing learning outcomes and performance impact
- Calculating return on investment (ROI)
- Feedback and continuous improvement
- Aligning training with organizational strategy
- Final project and participant presentations

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Munich - Germany	€1,725
16 - 20 November 2026	Kuala Lumpur - Malaysia	€1,400
7 - 11 December 2026	Amsterdam - Netherlands	€2,125
21 - 25 December 2026	London - United Kingdom	€2,100
11 - 15 January 2027	Munich - Germany	€2,125
8 - 12 February 2027	Geneva - Switzerland	€2,625
8 - 12 March 2027	Barcelona - Spain	€1,925
12 - 16 April 2027	Amsterdam - Netherlands	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.