

# Training Design and Development

(Course Information)

## Introduction

This is a two-plus-two week training course. The first two weeks of class provide necessary theory and inputs. Two extra weeks of credit are possible for those completing the practicum assignments within six-months after the class. The training requires full time attendance and active participation of all the participants. The course will be conducted in English. The participants are required to bring to the training a performance problem of one or more individuals, a consensus opinion or a marketing opportunity on which they will design and develop a training intervention.

## Course goals

At the end of the course, participants will be able to:

- Describe any training in terms of : origins, characteristics, performance baselines, success criteria, causes of failure;
- Apply the TITI - ISD model to a given performance problem, a training consensus or opinion or a training marketing opportunity;
- Describe the inputs into the design and development phase of ISD;
- Speak a common language of training design and development terms;
- Continue to learn about training design and development through internet strategies

## Who will benefit

This course is appropriate for Trainers, training supervisors, general managers, instructors, managers of training institutions and curriculum development specialists.

## Areas covered in the course

- Use front end analysis
- Conduct a job analysis
- Conduct a task analysis
- Overview of instructional systems development
- Conduct SME workshop
- ISD – Design phase
- Write simple objectives
- Describe entry behaviors
- Situational training design – baselines
- Design training success criteria
- Design job re-entry plan

(Training for transfer)

- Situational training design – models
- Determine sequence & structure
- Design job aids
- Develop test items
- Develop evaluation plan
- ISD-Development phase
- Select a training technology
- Review /select existing materials
- Develop training schedule
- Specify instructional management plan and delivery system
- Develop instructional materials and media
- Develop lesson plans ( 4-D method)
- Develop standards for training delivery
- Prepare plan of instructional/course control document (CCD)
- Organize training environment
- Prepare training budget
- Validate instruction
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### For further inquiries, please contact:

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