

## CERTIFIED TRAINING AND DEVELOPMENT PROFESSIONAL

*"Equip Yourself with the Skills to Develop and Deliver High-Impact Training Programs"*

### Schedule

Date	Venue	Fees (Face-to-Face)
14 - 18 Sep 2026	Dubai, UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

The Certified Training and Development Professional course is designed to help professionals acquire the skills needed to develop, deliver, and evaluate high-quality training programs. This course will cover key principles of adult learning, the latest trends in training and development, and how to create learning experiences that drive organizational growth. The program is ideal for those looking to advance their career in training and development or build effective training strategies within their organizations.

Participants will also gain hands-on experience in training design, delivery, and evaluation, preparing them to create programs that meet the needs of diverse learners. Additionally, this certification will equip professionals with the tools and methodologies necessary to engage learners and measure the effectiveness of training programs

### Objectives

By the end of this course, participants will be able to:

- Understand the principles of adult learning and their application in training programs.
- Design, develop, and implement training programs tailored to organizational needs.
- Deliver engaging training sessions using a variety of methods and tools.
- Evaluate the effectiveness of training programs and make necessary improvements.
- Apply best practices in training needs analysis, program design, and learner assessment.

## Why Attend

- Gain comprehensive knowledge of training and development practices and their application in real-world scenarios.
- Enhance your ability to create impactful training programs that drive organizational success.
- Learn proven strategies for engaging and motivating adult learners.
- Build practical skills in designing and delivering training sessions that meet diverse learning needs.
- Achieve certification as a **Certified Training and Development Professional** recognized across the industry.

## Target Audience

This program is designed for:

- Training and development professionals looking to enhance their skills and knowledge.
- HR managers, learning and development specialists, and training coordinators.
- Professionals responsible for designing and implementing training programs within organizations.
- Managers and leaders who want to develop their teams' skills effectively through training initiatives.

## Individual Benefits

Key competencies that will be developed include:

- Expertise in designing and delivering effective training programs.
- Enhanced understanding of adult learning principles and how to apply them.
- Ability to assess training needs and measure program success.
- Practical skills in using various training methods and tools to engage learners.
- Stronger leadership and facilitation skills in the context of training and development.

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Increased ability to design and deliver training programs that are aligned with organizational goals.
- Improved training outcomes that contribute to employee performance and productivity.
- A more structured and strategic approach to learning and development.
- Enhanced evaluation techniques to measure training effectiveness and ROI.
- Better alignment of training initiatives with organizational needs and workforce development strategies.

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Introduction to the core principles of training and development, including adult learning theory and training needs analysis.
- Case Studies - Real-world examples of successful training programs and common challenges in program delivery.
- Workshops - Interactive sessions to design, deliver, and evaluate training programs.
- Peer Exchange - Group discussions and sharing of best practices in training and development.
- Tools - Access to templates and resources for training design, needs analysis, and evaluation metrics.

## MAWA EVENTS

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## Course Outline

### Detailed 5-Day Course Outline

**Training Hours:** 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

#### Day 1: Introduction to Training and Development

- Module 1: Overview of Training and Development (07:30 – 09:30)
  - The role of training and development in organizational success.
  - Key principles of adult learning and how they influence training design.
- Introduction to the ADDIE model for instructional design.
- Module 2: Needs Analysis and Program Design (09:30 – 11:30)
  - Conducting training needs assessments.
  - Aligning training with organizational goals.
  - Developing training objectives and outcomes.

#### Day 2: Training Delivery Techniques

- Module 3: Training Methods and Techniques (07:30 – 09:30)
  - Classroom training, e-learning, blended learning, and on-the-job training.
  - Techniques for engaging and motivating learners.
  - Using visual aids, technology, and interactive activities to enhance learning.
- Module 4: Facilitating Effective Learning (09:30 – 11:30)
  - Communication skills for trainers.
  - Managing group dynamics and fostering collaboration.
  - Handling difficult participants and addressing learning barriers.

#### Day 3: Training Evaluation and Assessment

- Module 5: Evaluating Training Effectiveness (07:30 – 09:30)
  - Kirkpatrick's Four Levels of Training Evaluation.
  - Methods for measuring knowledge, skills, and behavior change.
  - Collecting and analyzing feedback to improve future training programs.
- Module 6: Assessing ROI of Training Programs (09:30 – 11:30)
  - Techniques for calculating training ROI.
  - Aligning training outcomes with business objectives.
  - Using data to drive decision-making in training investments.

#### Day 4: Advanced Training Strategies

- Module 7: Developing Leadership and Management Training (07:30 – 09:30)
  - Training programs for leadership development.
  - Tailoring training for different levels of management.
  - Designing programs to address leadership competencies.
- Module 8: Managing a Training Department (09:30 – 11:30)
  - Best practices in managing training functions within an organization.
  - Budgeting, scheduling, and coordinating training programs.
  - Tracking and reporting on training progress and results.

#### Day 5: Final Review and Certification Preparation

- Module 9: Final Project and Course Review (07:30 – 09:30)
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Review of key learning points from the course.

- Group project: Developing a training program from start to finish.
- Preparing for the certification exam and practical application.
- Module 10: Certification and Closing Remarks (09:30 – 11:30)
- Final questions and feedback.
- Certification exam and feedback on performance.
- Awarding certificates of completion

## Certification

Participants will receive a Certified Training and Development Professional (CTDP) certificate upon successful completion of the course, demonstrating their expertise in training design, delivery, and evaluation within organizational settings.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

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