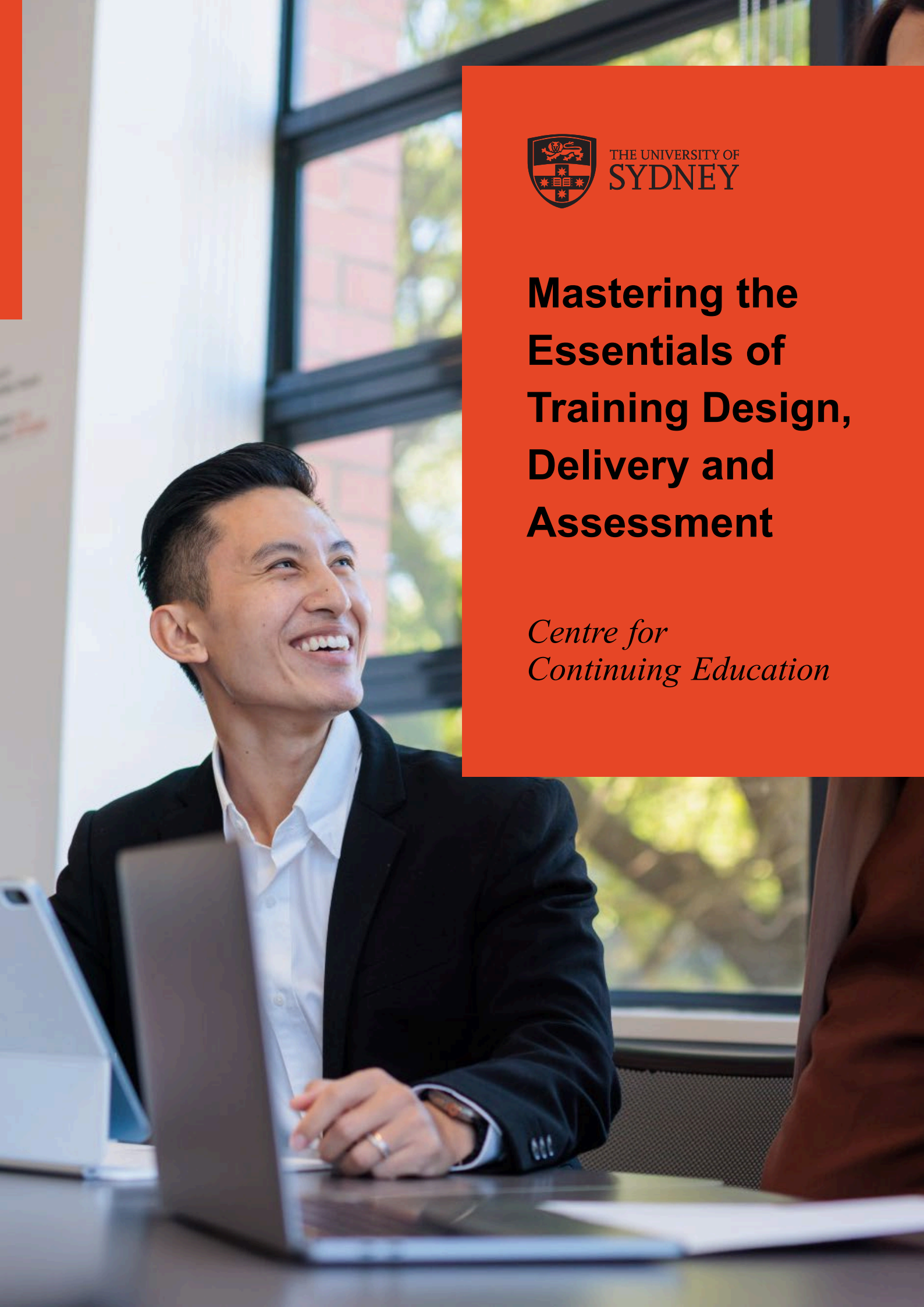




THE UNIVERSITY OF
SYDNEY

Mastering the Essentials of Training Design, Delivery and Assessment

*Centre for
Continuing Education*



Mastering the Essentials of Training Design, Delivery and Assessment



This one-day course offers a high-level, end-to-end framework for strategic training design, delivery, and assessment. You will leave with practical skills to help you develop short courses and team training sessions that will meet individual and organisational needs. You will develop an understanding of how people learn, then learn ways to structure and sequence learning content and activities to form an effective learning progression. You'll also gain an understanding of the types of environments that support learning, different modes of delivery, how to capture and retain attention, and how to successfully facilitate group learning. Finally, you will learn to develop informal assessment strategies to measure a learner's progress and achievements.

Prerequisites

None

Intended audience

This program is ideal for anyone who wants to design, facilitate and assess successful training programs. This applies to organisational training, but also to any situation where a learner or group of learners needs to acquire new skills, knowledge or capabilities.

This course will be especially helpful for managers, team leaders, employees and trainers, and insightful for anyone interested in designing quality learning experiences.



Course duration

1 session, 8 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)



Upon completion

Every participant receives a University of Sydney statement of completion.



Aims

This course will leave you with a high-level blueprint for designing, delivering and assessing learning programs that help individuals and teams develop the skills and knowledge needed to meet organisational objectives.



Outcomes

By the end of this course, you should be able to:

- incorporate adult learning principles into program design and delivery of training
- design learning programs and environments that meet diverse learner needs
- write measurable and meaningful learning outcomes and associated assessment criteria
- sequence training content to promote effective learning
- select learning resources that enhance learning
- identify delivery and facilitation strategies that support learner progress
- establish informal ways to measure and assess learner progress and achievements.



Content

Understanding adult learners and their needs

- Principles of adult learning
- Neuroscience of adult learning

Design and develop

- Gather information and identify needs
- Write learning outcomes
- Design the training sequence and environment
- Incorporate assessment
- Select learning resources
- Develop session plans

Facilitate learning

- Delivery modes
- Facilitation techniques and tips

Assess learning

- Key principles that underpin quality assessment
- Formative vs summative assessment
- Practical, informal strategies to assess progress and achievements

Evaluate learning



“The course provided very relevant tools to assist me in structure training programs for my organisation. Whilst I previously had an idea of the various concepts, this really helped me to tie those together into a meaningful structure”

Anthony Robbie



“The course content was comprehensive and covered a number of topics in a clear and engaging manner. The instructor was very knowledgeable and approachable, always eager to answer questions and provide detailed information based on his experience. The overall experience was very pleasant and insightful.”

Margaux Perrone



Delivery style

Both delivery modes cover adult education theories and their practical application to produce successful learning and development. You will be encouraged to share your ideas and background to broaden class discussions.

Materials

Course materials, including a presentation and a workbook, are provided electronically.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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