American Management Association's
Instructional Design for Trainers

Learning Objectives

- Pinpoint Training Needs with a Deft Assessment of the Training Audience
- Define Individual Training Goals Through a Breakdown of Job Responsibilities and Processes
- Create an Interactive Training Program That Increases Learner Retention and Application
- Learn How to Create Accurate Budgets and Plans for Developing and Delivering Training Courses

Components of Successful Training

- Define Successful Training from the Viewpoint of All Key Stakeholders: Participant, Course Designer, Course Instructor, Management, Subject Matter Expert, and Participant Customers
- Explain How Using Accelerated Learning Principles and Addressing Multiple Learning Styles Can Increase Learner Interest, Retention, and Knowledge Transfer
- Describe the ADDIE Process and How It Helps Instructional Designers Create a Training Program That Better Meets the Learners’ and Organization’s Needs

Analyze Training Needs

- Explain How Conducting a Thorough Needs Assessment Increases the Likelihood of the Training Program Targeting the Organization’s Long- and Short-Term Goals
- List the Benefits and Drawbacks to Various Methods for Organizing Course Content
- List the Benefits and Drawbacks to Using Instructor-Led and Web-Based Training Delivery Methods
- Write Meaningful Training Needs Assessment and Training Strategy Reports
- Create Reasonable Course Development Budgets and Work Schedules That Are Acceptable to Key Stakeholders
**Design Your Training**

- Create Effective Learning Environments
- Identify the Appropriate Content to Include in Courses to Avoid Overstuffing the Courses
- Plan How Time to Allot for Each Subject in a Course
- Describe Three Ways to Sequence course Content
- Choose Interactive Activities to Include in the Course That Will Teach the Concepts and Keep Participants Engaged
- Design a Learning Activity
- Write a Design Document That Provides Key Stakeholders with Enough Information to Have an Accurate Vision of the Course

**Develop Your Training Course**

- Create Easy-to-Follow Activity Instructions for Trainers and Participants
- Explain the Importance of Incorporating Post-Training Activities into the Course Design
- Describe at Least Three Best Practices for Webinar Design
- Explain the Importance of Having an Iterative Review Process

**Implement Your Training**

- Choose the Best Method for Preparing Trainers to Teach Newly Designed Courses
- Create, Discuss, and Receive Feedback on a Training Activity for One of YOUR Own Courses

**Evaluate Training**

- Explain the Four Levels of Training Evaluation
- Select Appropriate Evaluation Tools or Techniques Based on Audience, Purpose, and Evaluation Level