



## **MARG: TRAINING & DEVELOPMENT**

### *Key Topic Outline for 1-day workshop*

- **T&D**
  - Definition of Training and Development
  - Awareness of best practice and current trends
  - Creating a company training policy
- **Needs Understanding**
  - Conducting a Training Needs Analysis
  - Producing Training plans
  - Development Thinking + Training Needs
- **Training Execution**
  - Designing and costing training interventions
  - Internal trainers versus external consultants / suppliers
  - Evaluation (pre and post)
  - Training records and managing a training system
- **Training RoI** Evaluating Return on Investment
  - Developing a Continuous Learning Organisation