HR Management · HR344

Preparation Course for Certified Training and Development Professional

Online · 20 - 24 Dec 2026

Date	Venue	Duration
20 - 24 Dec 2026	**Online**	**1 Week**
Fee	Ref	Language
£1,400 GBP	**HR344**	**English**

Introduction

This preparation course is designed for professionals aspiring to become certified Training and Development practitioners. The programme provides participants with essential knowledge, skills, and practical tools across the training cycle—from needs analysis and instructional design to delivery, facilitation, and evaluation. It also equips learners with exam-focused strategies and practical case studies to ensure readiness for internationally recognised certifications such as the ATD Certified Professional in Talent Development (CPTD) or similar professional credentials. By the end of this course, participants will be well-prepared to demonstrate their competencies as effective training and development professionals.

Course Objectives of Preparation Course for Certified Training and Development Professional

Upon completing this programme, participants will be able to:

- Understand the key domains and competencies of certified T&D professionals.
- Conduct effective Training Needs Analysis (TNA) aligned with organisational goals.
- Design, deliver, and evaluate impactful training programmes.
- Apply adult learning theories and instructional design models in practice.
- Develop strong facilitation, presentation, and communication skills.
- Prepare effectively for professional certification exams.

Course Methodology of Preparation Course for Certified Training and Development Professional

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyse real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.

- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organisational Impact of Preparation Course for Certified Training and Development Professional

This training programme will have a positive impact on organisations by:

- Aligns employee training with organisational strategy and performance goals.
- Builds internal training capabilities to reduce reliance on external trainers.
- Enhances the quality, consistency, and impact of learning programmes.
- Improves employee engagement, productivity, and talent retention.
- Strengthens the organisation’s culture of continuous learning and development.

Personal Impact of Preparation Course for Certified Training and Development Professional

Participants will experience personal growth and development, including:

- Strengthens competencies required for international T&D certifications.
- Builds confidence in managing the full training cycle.
- Enhances credibility and professional reputation in learning & development.
- Provides practical skills in facilitation, communication, and evaluation.
- Expands career opportunities and readiness for senior learning roles.

Who Should Attend

This training programme is ideal for:

- Training and Development professionals preparing for certification.
- HR professionals seeking to specialise in learning and development.
- Corporate trainers and facilitators.
- L&D managers, coordinators, and consultants.
- Anyone involved in organisational learning, instructional design, or performance improvement.

Course Outlines

Day 1

Foundations of Training & Development

- Introduction to the Training & Development profession.
- Role and competencies of a certified T&D professional.
- Training cycle overview: Needs → Design → Delivery → Evaluation.
- Theories of learning: Adult learning principles (Andragogy vs Pedagogy).
- Self-assessment of participant knowledge and skill gaps.

Day 2

Training Needs Analysis & Programme Design

- Importance of Training Needs Analysis (TNA).
- Aligning training programmes with strategic organisational goals.
- Writing measurable learning objectives (SMART).
- Instructional design models (ADDIE, Bloom’s Taxonomy).

- Designing engaging content and materials.
- Creating a sample training programme.

Day 3

Training Delivery & Facilitation Skills

- Effective facilitation and presentation skills.
- Training delivery methods: classroom, e-learning, blended learning.
- Leveraging digital tools and learning platforms.
- Engaging learners through active participation strategies.
- Storytelling, questioning, and communication techniques.
- Handling challenging participants and group dynamics.

Day 4

Evaluation, Assessment & Continuous Improvement

- Training evaluation frameworks (Kirkpatrick’s Four Levels).
- Measuring training ROI and business impact.
- Assessment methods and tools.
- Collecting and analysing learner feedback.
- Building a culture of continuous learning in organisations.
- Overcoming challenges in training implementation.

Day 5

Certification Exam Preparation & Professional Growth

- Overview of major T&D certifications (CPTD, CPLP, CPTM, etc.).
- Exam format, domains, and competency areas.
- Sample practice questions and mock assessments.
- Tips and strategies for exam success.
- Ethical considerations and professional standards in L&D.
- Personal development roadmap as a certified T&D professional.
- Course review, Q&A, and closing.

Register or ask about this course online

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