

## **Course Title:**

### **Effective Learning & Development in a Modern Workplace**

#### **Learning Overview**

The Learning & Development (L&D) industry is complicated, with varying structures, shifting priorities, disruptive technologies and multiple audiences to address. It's a lot to keep tabs on, and it's becoming increasingly more complex as new skills and new ways of learning emerge.

Whether you are building a L&D program from scratch, or looking to bring innovation into your workplace learning culture, this workshop can help you structure your workforce learning effectively to be even more impactful for your business and for the employees that contribute to the key result areas.

#### **Learning Objectives**

After the workshop, learners will be able to:

- Identify human capital development priorities in alignment to business directions
- Understand the changing views of learning concepts and theories
- Apply motivational principles in your learning design & development
- Determine L&D needs in a fast paced modern workplace
- Develop targeted learning strategies
- Facilitate the transfer of learning to the workplace
- Leverage on technology in the learning process
- Explore options in the social learning space
- Measure the cost-benefits of L&D initiatives
- Enhancing the learning culture and total learning experience

#### **Learning Outline**

##### **1) Overview**

- Future trends in learning and talent development
- Align business goals to learning and development priorities
- Changing roles of HR and L&D functions

##### **2) Learning to learn**

- Adult learning principles
- New motivational & learning theories
- Learning design considerations
- Individual needs analysis
- Targeted talent development
- Putting an individual development plan to work

##### **3) Data Collection**

- Apply common data collection techniques
- How to design effective surveys
- How to plan and conduct an interview
- Guidelines for measuring and observing employee performance
- How to handle a request for training

##### **4) Performance Analysis**

- A performance analysis approach
  - Major causes of performance problems
  - When to train (and when not to)
  - Non-training solutions for non-training issues
- 5) Learning Methods and Strategies**
- Identify available learning resources
  - Determine the features and appropriateness of resources
  - Leverage on digital learning solutions
  - Effective application of the 70-20-10 approach
- 6) Measures and Cost-Benefit Analysis**
- How to demonstrate value of your learning processes
  - Where to find data on the benefits of your learning interventions
  - How to put up a cost-benefit business case
- 7) Build and promote an Innovative Learning Culture**
- Leading practices for large and small organisations
  - Strategies for building a compelling learning culture
  - Measures of success
  - Keeping a virtuous cycle

**Who Should Attend:**

Learning & Development professionals, HR managers, HR business partners and HOD/Line Managers who have input into major decisions about organization learning & development.

**Training Methodology:**

- Group discussions
- Individual / group exercises
- Simulations
- Hot coaching

**Course Duration:**

2 Day (16 hours)