



MAESTRO
CONSULTANTS

TRAINING & DEVELOPMENT PROFESSIONAL

COURSE OUTLINE 2026

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TRAINING TITLE

TRAINING & DEVELOPMENT PROFESSIONAL

VENUE

Dubai, UAE

DURATION

5 Days

DATES

9th-13th Feb 2026

PRICE

\$5,250 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch.

TRAINING INTRODUCTION

In a world where knowledge becomes outdated at lightning speed, organizations need professionals who can drive continuous learning, build workforce capability, and deliver results through structured training. A skilled Training & Development (T&D) professional plays a pivotal role in helping individuals grow, teams perform, and organizations stay competitive.

The 5-day course, "*Training & Development Professional*," is designed to equip participants with the foundational knowledge, tools, and techniques needed to succeed in any learning and development environment. Whether you're new to the field or looking to enhance your existing skills, this course provides a structured, hands-on approach to designing, delivering, and managing impactful training programs.

TRAINING OBJECTIVES

- ☐ Build training programs aligned with organizational goals
- ☐ Facilitate dynamic and inclusive learning experiences
- ☐ Evaluate learning outcomes and drive measurable improvement
- ☐ Play a strategic role in building a culture of continuous learning

TRAINING AUDIENCE

Corporate trainers, learning & development (L&D) specialists, HR professionals, instructional designers, team leads, and anyone involved in designing or delivering training

TRAINING OUTLINE

Day 1: The Role of Training & Development in Organizations

Objective: Understand the strategic importance of training and development and the evolving role of T&D professionals.

- Introduction to Learning & Development
 - Definitions, scope, and evolution of T&D
 - The strategic link between training and organizational performance
 - Competencies of a successful T&D professional
 - Identifying Training Needs
 - Conducting Training Needs Analysis (TNA)
 - Aligning learning objectives with business goals
 - Stakeholder engagement in TNA
 - Adult Learning Principles (Andragogy)
 - How adults learn differently than children
 - Learning styles and how to address them
 - Creating learner-centered environments
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Day 2: Designing Effective Training Programs

Objective: Learn instructional design principles and create structured training programs.

- Training Design Models
 - ADDIE, SAM, and other instructional design frameworks
 - Structuring objectives, content, methods, and assessment

- Writing clear and measurable learning objectives (Bloom's Taxonomy)
 - Curriculum and Module Design
 - Designing engaging content for different formats (classroom, online, blended)
 - Incorporating case studies, simulations, and hands-on exercises
 - Selecting appropriate media and technology tools
 - Inclusive & Accessible Learning Design
 - Adapting training for diverse learners
 - Addressing language, culture, and accessibility needs
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Day 3: Training Delivery & Facilitation Skills

Objective: Develop engaging presentation and facilitation skills for a variety of learning environments.

- Preparing for Delivery
 - Setting up the training environment
 - Creating trainer guides and learner handouts
 - Managing materials and logistics
 - Facilitation Techniques
 - Engaging learners through discussion, questioning, and interaction
 - Managing group dynamics and participation
 - Handling difficult participants and maintaining control
 - Presentation & Communication Skills
 - Verbal and non-verbal communication
 - Using storytelling, analogies, and body language
 - Effective use of visuals, slides, and multimedia
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Day 4: Measuring Training Impact & Managing Programs

Objective: Learn how to evaluate training effectiveness and manage end-to-end learning initiatives.

- Training Evaluation Models
 - Kirkpatrick's Four Levels of Evaluation
 - Collecting and analyzing learner feedback
 - Measuring ROI and business impact
 - Training Logistics and Program Management
 - Scheduling, budgeting, and resourcing
 - Vendor and facilitator coordination
 - Documentation and compliance tracking
 - Learning Management Systems (LMS)
 - Overview of popular LMS platforms
 - Managing learner records and eLearning content
 - Reporting and analytics
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Day 5: Future-Proofing L&D and Personal Development

Objective: Explore trends shaping the future of learning and build a personal development plan as a T&D professional.

- Trends in Learning & Development
 - Microlearning, gamification, AR/VR, mobile learning
 - AI and adaptive learning
 - Social and peer-to-peer learning
- Building a Learning Culture
 - Strategies to foster continuous learning in organizations
 - Aligning training with career development and talent management
 - Role of leadership in promoting learning
- Career Pathways in T&D

- Certifications, communities, and lifelong learning
- Building your personal brand as a trainer
- Coaching, mentoring, and internal consulting

TRAINING CERTIFICATE

MAESTRO CONSULTANTS Certificate of Completion for delegates who attend and complete the training course

METHODOLOGY

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations.

The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.