



Certificate in Training Delivery

Vskills Certifications

Vskills Brochure



Certificate in Training Delivery

Training delivery has gained prominence in organizations for the overall success of both employees and employers. Training in continuous organizational function as it is incorporated from a new employee's orientation to boosting the skills, knowledge and capabilities of the employees for the changing market environments.

Why should one take this certification?

The Vskills Certificate in Training Delivery enhances your capabilities in effective and efficient delivery of training in your organization. It is also a proof of your skills and knowledge in training assessment, development and delivery.

The certification covers

- Training Need Assessment
- Course Design and Development
- Instructional Methods
- Learner Assessment
- Training for Diversity

Who will benefit from taking this certification?

The Vskills Certificate in Training Delivery is suited to students and professionals engaged in training development, design, assessment and delivery. The certification helps learning managers, trainers, training and development managers, L&D professionals gain an edge amongst their peers.

Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

Fee Structure

Rs. 3,499/- (Excludes taxes)*

*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

Table of Contents

1. Learning Basics

- 1.1 What is learning?
- 1.2 How do we learn?
- 1.3 Learning Styles
- 1.4 Principles of Learning
- 1.5 Learning Curve
- 1.6 Management Development
- 1.7 Adult Learning
- 1.8 Principles of Training
- 1.9 Retention and Recall
- 1.10 Concentration and Attention Span
- 1.11 Cardinal Rules of Memory

2. Trainer Skills

- 2.1 Trainers - Roles and Responsibilities
- 2.2 Teaching Skills
- 2.3 Presentation Skills
- 2.4 Facilitation Skill
- 2.5 Develop and Deliver Concepts
- 2.6 Training Competency

3. Training Need Assessment

- 3.1 Training Content for Different Categories of Employees
- 3.2 Steps for Needs Assessment
- 3.3 Requirements of Learners
- 3.4 Steps for T&D Plans
- 3.5 Planning Implementation of Training Plan
- 3.6 Training Room Design
- 3.7 The Training Procedure

4. Course Design and Development

- 4.1 Preliminary study
- 4.2 Job analysis
- 4.3 Population analysis
- 4.4 Design of curriculum
- 4.5 Design of modules
- 4.6 Learning objectives
- 4.7 Designing and using learning tasks
- 4.8 Individualized instruction
- 4.9 Production and development testing

- 4.10 Validation and revision
- 4.11 Implementation
- 4.12 Evaluation
- 4.13 Content Visualization
- 4.14 Content Delivery

5. Instructional Methods

- 5.1 Instructional Design Model
- 5.2 Lecturing and explaining
- 5.3 Demonstration
- 5.4 Group Instruction
- 5.5 Questioning
- 5.6 Discussion
- 5.7 Case-studies
- 5.8 Role play
- 5.9 Deciding on methods
- 5.10 Experiential Learning
- 5.11 Alternative Methods to Presenting

6. Training Delivery

- 6.1 Training Delivery Methods
- 6.2 Remote Delivery
- 6.3 Rapport and Comfort in the Class
- 6.4 Positive Learning Environment
- 6.5 and Effective Classroom Management
- 6.6 Effective Lecturing
- 6.7 Presentation Style

7. Learner Assessment

- 7.1 Assessment Principles
- 7.2 Assessment Methods

8. Evaluation of Training

- 8.1 Concept
- 8.2 Need for Evaluation
- 8.3 Principles of Evaluation
- 8.4 Evaluation Design
- 8.5 Measuring Training Effectiveness/Impact
- 8.6 Evaluation Plan
- 8.7 Evaluation Types and Process
- 8.8 Warr's Framework of Evaluation
- 8.9 Kirkpatrick's Four Levels of Evaluation
- 8.10 Feedback and Assessment

- 8.11 Evaluating Training-staff Performance
- 8.12 ROI (Return on Investment) in Training
- 8.13 Cost Effectiveness
- 8.14 Justification on Investment
- 8.15 Evaluation of Management Training
- 8.16 Assessing Training Effectiveness
- 8.17 Training for Performance

9. Training for Diversity

- 9.1 Introduction
- 9.2 Attitudes
- 9.3 Diversity Strategies
- 9.4 Best Practices

Certifications

- ▶ **Accounting, Banking & Finance**
 - Certified GST Professional
 - Certified AML-KYC Compliance Officer
 - Certified Business Accountant
 - Certified BASEL III Professional
 - Certified GAAP Accounting Standards Professional
 - Certified Treasury Markets Professional
- ▶ **Big Data**
 - Certified Hadoop and Mapreduce Professional
- ▶ **Cloud Computing**
 - Certified Cloud Computing Professional
- ▶ **Design**
 - Certified Interior Designer
- ▶ **Digital Media**
 - Certified Social Media Marketing Professional
 - Certified Inbound Marketing Professional
 - Certified Digital Marketing Professional
- ▶ **Foreign Trade**
 - Certified Export Import (Foreign Trade) Professional
- ▶ **Health, Nutrition and Well Being**
 - Certified Fitness Instructor
- ▶ **Hospitality**
 - Certified Restaurant Team Member (Hospitality)
- ▶ **Human Resources**
 - Certified HR Compensation Manager
 - Certified HR Staffing Manager
 - Certified Human Resources Manager
 - Certified Performance Appraisal Manager
- ▶ **Office Skills**
 - Certified Data Entry Operator
 - Certified Office Administrator
- ▶ **Project Management**
 - Certified Master in Project Management
 - Certified Scrum Specialist
- ▶ **Real Estate**
 - Certified Real Estate Consultant
- ▶ **Marketing**
 - Certified Marketing Manager
- ▶ **Quality**
 - Certified Six Sigma Green Belt Professional
 - Certified Six Sigma Black Belt Professional
 - Certified TQM Professional
- ▶ **Logistics & Supply Chain Management**
 - Certified International Logistics Professional
 - Certified Logistics & SCM Professional
 - Certified Supply Chain Management Professional
- ▶ **Legal**
 - Certified IPR & Legal Manager
 - Certified Labour Law Analyst
 - Certified Business Law Analyst
 - Certified Corporate Law Analyst
- ▶ **Information Technology**
 - Certified Angular JS Professional
 - Certified Basic Network Support Professional
 - Certified Business Intelligence Professional
 - Certified Core Java Developer
 - Certified E-commerce Professional
 - Certified IT Support Professional
 - Certified PHP Professional
 - Certified Selenium Professional
- ▶ **Mobile Application Development**
 - Certified Android Apps Developer
 - Certified iPhone Apps Developer
- ▶ **Security**
 - Certified Ethical Hacking and Security Professional
 - Certified Network Security Professional
- ▶ **Management**
 - Certified Corporate Governance Professional
 - Certified Corporate Social Responsibility Professional
 - Certified Leadership Skills Professional
- ▶ **Life Skills**
 - Certified Business Communication Specialist
 - Certified Public Relations Officer
- ▶ **Media**
 - Certified Advertising Manager
 - Certified Advertising Sales Professional
- ▶ **Sales, BPO**
 - Certified Sales Manager
 - Certified Telesales Executive

& many more job related certifications

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