

# **INFOSOFT IT SOLUTIONS**

## **Training | Projects | Placements**

**Revathi Apartments, Ameerpet, 1<sup>st</sup> Floor, Opposite Annapurna Block, Info**

**soft it solutions Software Training& Development 905968394,918254087**

## **DESIGNING**

### **Course Description**

Provide a concise overview of the training program, including its purpose, objectives, and intended outcomes.

### **Learning Objectives**

List specific goals and learning outcomes that participants should achieve by the end of the training. Objectives should be measurable and aligned with the course content.

### **Course Outline**

Outline the topics or modules to be covered during the training, along with estimated timeframes for each.

### **Training Methods and Activities**

Describe the instructional methods and activities that will be used to deliver the content and achieve the learning objectives. Include details such as lectures, discussions, group activities, case studies, hands-on exercises, role-playing, etc.

### **Required Materials**

Specify any materials or resources that participants need to bring or access during the training (e.g., laptops, software, handouts).

## **Assessment and Evaluation**

Outline how participants will be assessed and evaluated. This may include quizzes, assignments, practical demonstrations, or a final assessment. Also, include the criteria for grading or evaluating participants.

## **Training Schedule**

Provide a detailed schedule or timeline of the training sessions, including dates, times, and topics to be covered in each session.

## **Policies**

Include any policies relevant to the training program, such as attendance requirements, late submission policies, code of conduct, etc.

## **Support and Resources**

Provide information on support services available to participants during the training, such as technical support, accessibility accommodations, etc.

## **Sample Training Syllabus Structure:-**

### **Course Information**

- **Course Title:** Leadership Development Training
- **Instructor/Trainer:** John Doe
- **Contact Information:** john.doe@company.com, (123) 456-7890
- **Duration:** 4 days (32 hours)
- **Location:** Training Room A
- **Prerequisites:** None
- **Target Audience:** Middle to senior-level managers

### **Course Description**

This training program aims to develop participants' leadership skills through interactive sessions, practical exercises, and case studies.

### **Learning Objectives**

By the end of the training, participants will be able to:

- Apply key leadership principles to real-world scenarios.
- Communicate effectively with team members and stakeholders.

### **Course Outline:-**

- **Introduction to Leadership**
  - Overview of Leadership Styles
  - Building Effective Teams
  - Activities: Group Discussions, Role-Playing

## **Communication and Conflict Resolution**

- Effective Communication Strategies
- Managing Conflict in Teams
- Activities: Case Studies, Simulation Exercises

## **Strategic Planning and Decision Making**

- Strategic Thinking and Planning
- Decision-Making Processes
- Activities: Scenario Analysis, Group Projects

## **Leadership in Action**

- Leadership in Challenging Situations
- Feedback and Reflection
- Activities: Role-Playing, Action Planning