

INFOSOFT IT SOLUTIONS

Training | Projects | Placements

Revathi Apartments, Ameerpet, 1st 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