



Practical L&D Manager Master Class

25 – 26 January 2018, Kuala Lumpur | 17 – 18 May 2018, Singapore

Course Introduction

Effective learning and development is one of the most important keys to sustained organisational success. On this course, you'll learn how to go beyond "training" and create effective and relevant learning and development opportunities. The full learning lifecycle will be explored, from learning needs analysis, to state-of-the-art design principles, to evaluating learning and demonstrating the value that it adds to the organisation. You'll learn to apply insights from neuroscience in order to make the learning more meaningful, relevant, engaging and participative. You'll also explore how to help people transfer the learning from the learning event to the workplace. If you are an L&D manager or L&D professional, have responsibility for designing, delivering or buying in learning solutions, then this is the course for you.

Learning Objectives

- Promote effective and relevant learning and development in your organisation (as opposed to merely "organising training")
- Perform a learning needs analysis and clearly define the relevant learning objectives
- Use a systematic approach when designing learning and development initiatives
- Apply adult learning principles, accelerated learning techniques and insights from neuroscience when designing a learning event
- Design for a range of delivery methods to make the intervention more interesting and meet the needs of different kinds of learners
- Promote more and better use of learning technologies
- Overcome organisational barriers to effective L&D and improve the transfer of learning to the workplace
- Calculate the return on investment of L&D interventions, yet with an awareness of the limitations of this approach
- Demonstrate "return on expectations" (ie meeting the intended strategic needs)
- Use a range of quantitative and qualitative evaluation methods
- Evaluate different "levels" of impact and use triangulation as an evaluation strategy

Practical Workbook & Resources

A practical workbook is included as part of the course. This will enable you to apply the concepts to your organisational context, both during the course and even when you return to your workplace. This also serves as a helpful starting point for discussions with your team, allowing them benefit from the learning too. Additional resource: A Practical Tool to Help You Develop an Annual Strategic Learning Plan.

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Delivery Style

Through lively discussion, exploring crucial questions together, sharing fascinating experiences between participants and developing your own action plan, the course strikes a perfect balance between:

- Engaging action and activity,
- State-of-the-art insights and research,
- Time for reflection and discussion, and...
- A “how-to-do-it” pragmatic approach.

Case Studies

The course is highly applied in nature and includes an in-depth case study of a global organisation’s approach to talent development, as well as many other anecdotes and examples of organisations, spanning a range of industries and sectors, applying the concepts covered.

Benefits to You and Your Team

- Conduct learning needs analysis more effectively
- Get up-to-date with the latest thinking and research in L&D
- Design more effective learning solutions using the latest ideas from neuroscience, accelerated learning etc
- Develop a blended approach to L&D that reaches and engages all learners
- Engage senior stakeholders by demonstrating clear return and benefits to the organisation

Benefits to Your Organisation

- Make the learning in your organisation more relevant, impactful and effective
- Promote organisational learning that future proofs your organisation
- Drive up engagement through stimulating L&D that ignites passion and empowered employees
- Engage line managers and employees to play a crucial role in the learning process
- Encourage the transfer of learning from the learning event to the workplace
- Ensure that learning in your organisation represents a clear benefit and return on investment to the organisation

Content Highlights

1. Key trends in L&D today
2. Organisational learning and development – what’s the goal
3. The L&D Cycle / ADDIE model
4. A strategic approach to learning needs analysis (LNA)
5. How to clarify L&D needs in your organisation
6. Learning objectives – how to make them robust and meaningful
7. Learning design – making it multisensory
8. Accelerated learning design principles based on neuroscience insights
9. Learning styles and preferences for different ways of learning
10. Barriers to learning and the transfer of learning, and how to over come them
11. Learning technologies
12. Return on investment / return on expectations
13. Engaging multiple stakeholders in the L&D process
14. Using Kirkpatrick’s evaluation model more effectively
15. Sources of evaluation data
16. Triangulation as an evaluation strategy

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Your Expert Trainer

Andrew Larkin

Andrew is a trainer, facilitator, coach and consultant with a focus on learning and talent development, leadership and engagement, and management development. He has vast experience of working with highly successful and influential organisations across the globe. With a passion for helping people and organisations to learn, develop and achieve their strategic goals, Andrew has worked closely with senior management, HR and L&D teams in many large and medium sized organisations in the private, public, and third sectors. His experience includes sectors such as Oil & Gas, Pharma and Healthcare, Financial Services, Manufacturing, Mining and Minerals, Legal, Energy, Telecommunications, Social Care, Defence and Education.

Testimonials

*“Andrew is genuine, honest, experienced and a resourceful trainer. This course is outstanding as not many L&D training programs teaches you on L&D strategic alignments to business goals.” - **Principal Assistant Director, Sarawak State Civil Service***

*“It was a great course with a great trainer, Andrew. Thank you for the knowledge shared these 2 days.” - **Assistant Director, Sarawak State Civil Service***

*“Clear and good language, exactly what I need.” - General Manager, **BNI Corporate University***

*“Fantastic! Balanced, informative, engaging. Great range of topics for a 2-day course. Very open – encourage discussions.” - **Learning & Development Manager, Raffles Hotel Singapore***

*“Very helpful and give broad perspective to build company strategy in L&D.” - **Chief Learning Officer, BNI Corporate University***

PRE-COURSE QUESTIONNAIRE

To ensure that you gain maximum benefit from this event, a detailed questionnaire will be sent to you to establish exactly what your course needs are. The completed forms will be analysed by the course facilitator. As a result, we ensure the course is delivered at an appropriate level and that relevant issues will be addressed.

CERTIFICATE

Upon completion of the course, you will receive a Certificate of Attendance bearing the signatures of the Course Organizer. This Certificate will testify to your professional development and assist in your advancement.

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COURSE AGENDA - DAY ONE

Welcome, overview and introductions

Organisational learning and development

- The responsibility for learning
- Defining learning
- Understanding the learning process
- The learning cycle
- Understanding the process from identifying learning needs through to delivering and evaluating L&D interventions

Learning needs analysis

- Identifying the learners: Background, experience, education level, culture, particular concerns etc
- Clarifying the source and credibility of the learning need
- Identifying the changes you want to see in terms of knowledge, skills or attitudes

Well-formed learning objectives

- How to craft learning objectives that are clear, specific and achievable
- Defining how you will recognise success

Learning design:

- Accelerated learning and designing for multi-sensory learning
- Options for bringing the learning to life

Adult learning principles

- Research by Malcolm Knowles and what this means in practice

Insights from neuroscience

- Implications of brain structure, neural network, our primitive nature, brain chemicals, visual dominance, and working memory

Learning styles – implications, criticisms and application of Honey & Mumford's learning styles

Learning paradigms

- How the purpose of the learning affects the methods
- Behaviourist, cognitivist, constructivist and social learning

COURSE AGENDA - DAY TWO

Barriers to learning

- environmental, organisational and individual barriers

Transfer of learning

- How to promote the application of learning in the workplace

Learning technologies – exploring the options, expanding the possibilities

Evaluation: purpose and principles

- Why evaluate?
- Internal validation (single loop), are we doing the training right?
- External validation (double loop), are we doing the right training?
- What outcomes are you interested in evaluating?

Understanding and using ROI

- The ROI calculation
- When and how ROI can be used
- Limitations of ROI

ROE – return on (strategic) expectations

- Hard and soft measures / quantitative and qualitative
- Relating to strategic priorities and KPIs
- Not proof but evidence

Putting Kirkpatrick's evaluation model into practice

- Reactions, learning, behaviour change, business results
- Exploring the options for better/more evaluation
- Case study: flipping the Kirkpatrick model

Triangulation as an evaluation strategy

- Combining multiple methods and sources to demonstrate value and impact

Final Q&A

Program Schedule (Day1 to Day2)

08.30am	Registration and welcome coffee
10.30am	Morning teas break
12.30pm	Lunch
15.00pm	Afternoon tea break
17.00pm	End of Day/Course

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Design Your Own Course

Designing your own course with HRD Future is simple. You can save up to 15%.

We'll work with you to create the course that your team and your business need. We'll identify what you want trainees to get from the course, review your existing guidance and training materials, and get details of any specific skills that need developing.

There are no travel expenses, and programs are delivered when and where you want them. If you have a team of 10 or more interested in this course, let's discuss how we can work together to meet your training needs. Please contact us and we will be pleased to assist.

How does it Work?

In-House Training is when we come to you to provide training on your premises or at a location of your choice. Not only will we run the course at a time and venue that suits you, we will also develop a unique programme particular to the developmental, cultural and business requirements of your company.

What's Involved?

Step 1 | After initial discussions, we will arrange a conference with our training specialist. Here you both work together to design and sculpt a more comprehensive programme outline.

Step 2 | From this outline, a course is designed which addresses your exact needs. Sometimes this involves a completely new course designed from scratch, this depends on your needs.

Step 3 | Once you're happy with everything, the trainer will deliver the course at a venue of your choice on a date that suits.

Step 4 | Once complete, feedback will be gathered from delegates to ascertain the 'true' impact. And finally a report will be compiled for you outlining outcomes alongside your stated objectives.



Registration - Learning & Development Series

14 – 18 May 2018, Singapore

TRAINING COURSE PACKAGE PRICING STRUCTURE

TRAINING COURSE	NORMAL	Group Discount
Aligning Learning & Talent Development to Business Strategy (3 Day) □ 14 – 16 May 2018, Singapore	SGD 3,295	2 or more 5% discount 3 or more 10% discount 4 or more 15% discount 5 or more 20% discount
Practical L&D Manager Master Class (2 Day) □ 17 – 18 May 2018, Singapore	SGD 2,395	Additional 7% GST applied to Singapore based company and individual
Aligning Learning & Talent Development to Business Strategy + Practical L&D Manager Master Class (5 Day)	SGD 4,995	Note: All Bank charges, withholding & country specific taxes are to be borne by participating company.

DELEGATE DETAILS:	INVOICE DETAILS:
Mr Mrs Ms Dr Other Delegate 1: _____ Telephone: _____ Job Title: _____ Department: _____ Email: _____ Mr Mrs Ms Dr Other Delegate 2: _____ Telephone: _____ Email: _____ Job Title: _____ Department: _____	Attention Invoice to: _____ Company: _____ Address: _____ _____ City & Country: _____ Postcode: _____
	CONTACT FOR PAYMENT:
	Name: _____ Job Title: _____ Telephone: _____ Email: _____

PAYMENT DETAILS - Please indicate your method of payment:	TERMS & CONDITIONS OF BOOKING & PAYMENT TERMS
1. DIRECT TRANSFER Account Name: HRD Future Pte Ltd Account Number: 695-207639-001 Swift Code: OCBCSGSG Bank Address: Oversea-Chinese Banking Corporation Limited 65 Chulia Street, OCBC Centre, Singapore 049513 2. CHEQUE: Please make all cheques payable to: HRD Future Pte. Ltd.	Full payment is due within 7 days from date of invoice. Delegates will not be allowed entry to the course if any payments are outstanding. A confirmation letter and invoice will be sent to you on receipt of your booking. If you are unable to attend, a substitute delegate is always welcome. If you cancel your place more than one month before the event a 20% cancellation fee will be applicable. If you cancel your registration within one month of the event, or fail to attend the event then a 60% cancellation fee shall be applicable. Cancellation must be made in writing and will be acknowledged in writing. It may be necessary for reasons beyond the control of the organisers to alter the content, timings or venue. The company will not accept liability for any transport disruption or individual transport delays and in such circumstances the normal cancellation restrictions apply.

To confirm your participation, call Mr. Marcus Cheong @ +65-62621651 or email to marcus@hrd-future.com