Training Development and Facilitation Sample Flow

Organisational Consultation

Step 1 - Identify

Process	Method Options
Scoping ▪ Establish: ♦ Training objectives ♦ Audience/participants ♦ Training mode	✧ Discussion ✧ Training Needs Analysis
Organisational Capacity ▪ Determine capacity of the organisation and people to undertake training	✧ Discussion ✧ Infrastructure Assessment

Step 2 – Informed Design

Process	Method Options
Training Design ▪ Create training program ▪ Generate supporting documentation ▪ Construct training assessment	
Planning ▪ Define communication plan ▪ Determine, organisation and manage logistics	

Step 3 - Implement

Process	Method Options
Action Training ▪ Apply communication plan ▪ Facilitate training	✧ Written and/or electronic communication ✧ Group and individual instruction
Training Evaluation ▪ Assess skill/concept acquisition and retention ▪ Review participant experience: ♦ Perceived and realised benefits ♦ Procedure and method (inc. content, and format)	✧ Performance assessment ✧ Focus groups/Interviews ✧ Participant survey

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