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a menu, and writing the recipes. It's the "plan before you do" phase of training creation. While you're designing your materials, keep the following points in mind:

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1.5 Designing and developing the

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training course Steps 5–10 of the 10-step process (page 3) include designing the training and fully developing the course based on the task analysis. As part of the design process, the training developers organize the selected skills and knowledge to be taught into logical teaching units called modules.

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## **1. The 10-step process for developing training courses**

What Is a Training Plan? A training plan, or sometimes called a training proposal, is a detailed professional business document that facilitates the planning and the delivery of instruction. The training schedule or project may happen

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in a group or a one-on-one setup, and it can even happen online or in person, as long as the lesson will still be able to engage the person into a workout.

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training programs Identify your training needs. Before designing your learning and development program, assess your needs.

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presents materials in a coherent and consistent way. Your training team will find the style guide very helpful when designing curricula. There are some excellent formatting tools available, including: FS Pro (Microsoft Word plugin)

## **5 Best Practices for Designing a Successful Training Program**

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A training agenda is an outline or series of training processes or activities that are required to be achieved at the end of the training program. Following guide and free examples will help you in creating perfect training agenda.

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These templates will allow you to focus on Client C are and increasing your client list, allowing you to be a more successful trainer. Each one month program comes completely ready to go with all exercises and acute variables filled in (warm up, workout, cooldown, cardio and recovery).

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A program is the flow of the activities of an event from the beginning until the end. It serves as a sequence guide of event guests. Programs display summary details. Sports event programs show the competing teams. Conference event programs give a list of lectures,

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workshops, the topics, and the speakers presenting the talks.

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objectives will guide the outline of your training manual. The outline should follow the task listing in the sense that all pre-requisite skills should be

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presented before more advanced skills.  
Step 2: Divide the Content of Your  
Training into Modules or Chapters

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