The training cycle
Take into account needs of the organization
1.Decide overall aims of training
2.Decide broad subject of the training areas
3.Decide detailed content for each area
4.Divide into individual sessions
5.Make up session aims and learning outcomes
6.Structure the sessions into a programme
Take into account needs of participants
7.Decide on delivery methods
8.Prepare training materials
9.Prepare for training
10.Deliver training
11.EVALUATE TRAINING