Corporate Training Certification Course Outline

MODULE 1: What is Corporate Training?

- What does "corporate training" mean in simple words?
- Real-life example: Learning to use a new app at work
- Why companies train their employees
- Types of training: onboarding, skill development, compliance
- How training helps people and businesses grow
- Fun comparison: Learning at school vs. learning at work
- Activity: Think of a skill you'd like to learn on the job

MODULE 2: Learning in the Workplace

- How do adults learn at work?
- Real-life example: Team learning sessions
- Methods: in-person, online, hands-on
- Why training works better when it's interactive
- How to make learning enjoyable and engaging
- Roleplay: Be a trainer for your classmates
- Activity: Make a fun quiz about a topic you know

MODULE 3: Planning a Training Program

- Steps to create a training program
- Real-life example: Training new customer service staff
- Setting goals for what learners will achieve
- Making a simple plan with topics and activities
- Activity: Design a 1-day training session plan

MODULE 4: Delivering Training Sessions

- How trainers teach skills to employees
- Real-life example: Tech workshop at a company
- Using stories, examples, and practice activities
- Speaking clearly, being patient, answering questions
- Activity: Present a mini-training session to your group

MODULE 5: Training Tools and Technology

- Common tools used in modern training (Zoom, LMS, quizzes)
- Real-life example: Learning with online courses
- How digital tools make training easier
- Activity: Explore a learning platform and share your favorite feature

MODULE 6: Teamwork and Communication in Training

- Why teamwork matters in learning
- Real-life example: Group activities in workshops
- How trainers and learners help each other
- Listening, sharing ideas, and giving feedback
- Activity: Team exercise to solve a business scenario

MODULE 7: Measuring Success of Training

- How do we know if training worked?
- Real-life example: Feedback forms and performance checklists
- Tracking improvements after training
- Updating training based on what learners need
- Activity: Create a feedback form for your session

MODULE 8: Growing with Continuous Learning

- Training never stops – how we keep learning on the job
- Real-life example: Monthly skills sessions at companies
- Lifelong learning and professional development
- How to stay up to date in any field
- Activity: Make a "learning goals" list for your dream job

Bonus Material

- Printable "Training Plan Template"
- Workplace skills checklist (soft + hard skills)
- Mini video lessons on delivering training
- Interactive learning games
- Certificate of Completion for Corporate Training Basics