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COURSE BROCHURE

Advanced Professional Skills for L&D Specialists Training Course

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Registered in the United Kingdom and Saudi Arabia

Advanced Professional Skills for L&D Specialists Training Course

Professional Skills for L&D Specialists is a 2-week training course for L&D specialists, training officers and learning consultants, and each participant assembles an L&D practice portfolio with an annual learning operations plan. Learning teams are now expected to act as internal consultants who diagnose, design, curate and evaluate rather than simply book courses. Jupiter Prime Training offers this course to specialists who run the learning function day to day.

Why Professional Skills for L&D Specialists Matter Now

Three forces reshape the specialist's role. Business units want quick, targeted solutions and expect L&D to challenge requests as a consultant would. Content is abundant online, so specialists must curate and blend rather than build everything from scratch. Finance and procurement scrutinise training suppliers and spending more closely than before. A specialist who masters these skills earns a seat in business conversations; one who stays an order-taker sees budgets cut and decisions made elsewhere. The course draws on ISO 30422:2022 for learning and development processes, the ADDIE instructional design model and the Kirkpatrick four-level evaluation model.

Who Gains Most from Professional Skills for L&D Specialists

- Specialists who take training requests from business units and shape them into solutions
- Officers who run the training calendar, logistics, records and supplier bookings
- Consultants who design blended learning journeys for specific functions
- Facilitators who deliver internal sessions alongside their coordination duties
- Analysts who gather evaluation data and report learning results to management

A small or growing learning function gains most when its specialists and officers attend together, so consulting, design, supplier handling and evaluation follow one professional standard across the team.

Professional Skills for L&D Specialists Capabilities

Participants strengthen the consulting, design, curation and operational skills that turn a training administrator into a trusted learning partner.

- Apply a performance consulting conversation to reshape a training request — business unit managers
- Design blended learning journeys using ADDIE with clear objectives — learners and their line managers
- Build a curated digital resource library with quality criteria — self-directed learners
- Specify supplier briefs and assess vendor proposals fairly — procurement and finance
- Calculate learning operations measures such as cost per learner and completion — the head of HR

- Communicate evaluation results using the Kirkpatrick levels — sponsors and executives

Key Professional Skills for L&D Specialists Terms

- Performance consulting — a questioning approach that links a training request to a business result before agreeing any solution.
- ADDIE — an instructional design model moving through analysis, design, development, implementation and evaluation.
- Blended learning — a learning journey that combines classroom, digital, social and on-the-job activities around one objective.
- Content curation — selecting, organising and annotating existing learning resources so learners find trusted material quickly.
- Learning operations — the scheduling, logistics, records, budgets and supplier tasks that keep the learning function running.
- Learning management system — software that hosts, assigns and tracks learning activities and records completions.

Professional Skills for L&D Specialists Day by Day

Day 1: The Modern L&D Specialist Role

- ISO 30422 Learning and Development Process — Mapping the Specialist's Responsibilities
- From Order-Taker to Learning Partner — Shifting the Specialist's Position
- L&D Capability Self-Assessment — Personal Strengths and Development Gaps
- Learning Function Operating Models — Centralised, Embedded and Hybrid Teams
- Stakeholder Map for the Learning Function — Sponsors, Managers and Learners

Day 2: Performance Consulting with the Business

- Intake Interview for Training Requests — Clarifying the Business Need
- Performance Consulting Question Sets — Linking Requests to Results
- Saying No Constructively — Proposing Non-Training Alternatives
- Learning Agreements with Sponsors — Scope, Roles and Success Measures
- Consulting Cases from Retail and Utilities — Reshaping Real Requests

Day 3: Learning Design Fundamentals

- ADDIE Model in Practice — Right-Sizing Design Effort to the Need
- Writing Measurable Learning Objectives — Behaviour, Condition and Standard
- Adult Learning Principles — Relevance, Experience and Self-Direction
- Storyboards and Session Outlines — Communicating Design to Stakeholders
- Design Reviews with Subject Experts — Accuracy Without Overload

Day 4: Blended and Digital Learning

- Blended Journey Mapping — Sequencing Classroom, Digital and On-the-Job Activities
- Microlearning Formats — Short Modules for Busy Roles
- Virtual Classroom Design — Engagement Techniques for Live Online Sessions
- Learning Management System Configuration Choices — Assignment, Tracking and Reports
- Accessibility in Digital Learning — Reaching Every Learner

Day 5: Curating Learning Content

- Content Curation Criteria — Accuracy, Relevance and Currency
- Building a Resource Library by Role — Pathways Through Existing Material
- Off-the-Shelf Versus Bespoke Content — Cost and Fit Trade-Offs
- Copyright and Licensing Basics for Learning Content — Safe Reuse
- Promoting Curated Resources to Learners — Raising Uptake and Use

Day 6: Facilitation for Specialists

- Facilitator Presence and Voice — Credibility in Front of Senior Groups
- Group Process Techniques — Discussion, Case Work and Reflection
- Managing Challenging Participants — Keeping Sessions on Track
- Facilitating Virtual and Hybrid Groups — Balancing Remote and Room Voices
- Session Debrief and Transfer Commitments — Bridging to the Workplace

Day 7: Running the Training Cycle

- Annual Learning Calendar Construction — Balancing Demand and Capacity
- Nomination, Enrolment and Attendance Processes — Fair and Visible Access
- Training Records and Learner Data — Accuracy and Confidentiality
- Venue, Logistics and Trainer Scheduling — Avoiding Last-Minute Failures
- Learning Budget Tracking — Commitments, Spend and Forecast

Day 8: Managing Training Suppliers

- Supplier Brief and Request for Proposal — Stating Outcomes Not Activities
- Vendor Evaluation Matrix — Quality, Fit, Cost and Capacity
- Contracting and Service Levels for Learning Suppliers — Clear Expectations
- Supplier Performance Reviews — Feedback, Escalation and Renewal
- Building a Preferred Supplier Panel — Variety Without Fragmentation

Day 9: Evaluating and Reporting Learning

- Kirkpatrick Four-Level Evaluation — Choosing the Right Level for Each Offer
- Evaluation Instrument Design — Surveys, Assessments and Manager Checks
- Learning Operations Dashboard — Cost per Learner, Completion and Satisfaction
- Telling the Learning Story to Executives — Concise Insight Reports
- Continuous Improvement Loops — Using Evaluation to Redesign Offers

Day 10: Practising the L&D Practice Portfolio

- Applying Performance Consulting to a Live Request — Agreed Learning Brief
- Applying ADDIE and Curation to a Blended Journey — Draft Design
- Applying the Vendor Evaluation Matrix to Sample Proposals — Supplier Choice
- Peer Challenge of the Operations Calendar and Budget — Testing Feasibility
- Completing the L&D Practice Portfolio — Annual Learning Operations Plan

Applying Professional Skills for L&D Specialists After the Course

- Use the intake interview and consulting question set on the next three training requests and record which were reshaped or redirected
- Score current training suppliers with the vendor evaluation matrix and present renewal recommendations to the head of HR

Professional Skills for L&D Specialists Questions FAQ

What are professional skills for L&D specialists and why do they matter now?

Professional skills for L&D specialists are the consulting, design, curation, facilitation, operations and evaluation abilities that let learning staff act as business partners. They matter now because organisations expect L&D to challenge requests, blend content and show results.

Which roles gain most from advanced professional skills for L&D specialists?

L&D specialists, training officers and learning consultants gain most. You benefit if you handle training requests, design or curate learning, run the calendar and suppliers, or report learning results to managers.

How do advanced professional skills for L&D specialists differ from a course for training managers?

Advanced professional skills for L&D specialists build the hands-on practice of the people running learning day to day. A course for training managers addresses leading the whole function, setting strategy and managing the learning team.

What do you bring back from advanced professional skills for L&D specialists?

You bring back a practice portfolio with a reshaped training request, a blended journey design, a supplier evaluation and an annual operations plan with calendar, budget and evaluation measures you can use immediately.

Professional Skills for L&D Specialists: The Way Forward

The L&D practice portfolio and its annual learning operations plan first inform which requests, suppliers and offers the function commits to for the coming year. Specialists use it to run the calendar, consultants use its design pieces, and the head of HR uses its dashboard. After the first quarter, revisit the curation library, because learner usage shows which resources truly earn their place.