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COURSE BROCHURE

ADDIE Training Cycle for Training Officers Course

23 – 27 May 2027
Kuala Lumpur

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

ADDIE Training Cycle for Training Officers Course

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ADDIE Training Cycle for Training Officers is a 1-week training course for training officers and new L&D practitioners who turn a request for training into a designed, delivered and evaluated session, ending with a training cycle file for one real course. Organisations now expect every training request to be traced from a clear performance need to measurable change. Jupiter Prime Training offers this course for officers starting out in the learning function.

Why ADDIE Training Cycle for Training Officers Matters Now

Line managers send training requests faster than small learning teams can screen them, auditors ask for records that show how competence needs were identified, and learners expect sessions that fit short attention spans and blended formats. An officer who follows a disciplined cycle filters out requests that training cannot fix and produces sessions that change on-the-job behaviour. One who skips stages fills calendars with events nobody can justify. The course rests on the ADDIE model Analysis, Design, Development, Implementation, Evaluation, ISO 10015:2019 guidance on competence management and people development, and the Kirkpatrick four-level evaluation model.

Who Gains Most from ADDIE Training Cycle for Training Officers

- Officers who receive training requests from line managers and must screen them
- Practitioners who write learning objectives and session plans for internal courses
- Coordinators who prepare materials, venues and trainer briefs
- Staff who collect reaction forms and test results after each session
- Newcomers moving into the learning function from operations or HR administration

Small learning teams gain most when two or three officers attend together and leave with one shared set of templates for every stage.

ADDIE Training Cycle for Training Officers Capabilities

Participants work one real training request through every ADDIE stage, keeping a record that an internal auditor or manager could follow.

- Assess a training request with a performance gap interview — line manager sign-off
- Specify SMART learning objectives tied to job tasks — session design choices
- Design a session plan with timing, activities and checks — trainer briefing
- Build learner materials and a facilitator guide from the plan — pilot run
- Apply a delivery checklist covering venue, logistics and learner readiness — training coordinator
- Calculate reaction and learning results at Kirkpatrick levels 1 and 2 — course revision decisions

Key ADDIE Training Cycle for Training Officers Terms

- ADDIE — a five-stage instructional design model covering Analysis, Design, Development, Implementation and Evaluation.
- Performance gap — the difference between what a job requires and what the employee currently does.
- Learning objective — a statement of what the learner will be able to do, under what conditions and to what standard.
- Session plan — a timed outline of activities, materials and checks for one training session.
- Facilitator guide — notes that tell a trainer how to run each activity and what to emphasise.
- Reaction form — a short questionnaire gathering learner views on relevance and delivery after a session.

ADDIE Training Cycle for Training Officers Day by Day

Day 1: Analysis and the Training Request

- ADDIE Stages and ISO 10015 Guidance — Where Each Record Belongs
- Training Request Intake Form — Screening Requests Before Committing Resources
- Performance Gap Interview — Separating Skill Gaps From Process Problems
- Task Analysis Worksheet — Breaking Jobs Into Trainable Steps
- Learner Profile Sheet — Prior Knowledge, Constraints and Preferences

Day 2: Design Decisions

- SMART Learning Objectives — Linking Each Objective to a Job Task
- Bloom's Taxonomy Verbs — Matching Objective Level to Assessment
- Delivery Mode Selection — Classroom, Virtual or Blended Sessions
- Session Plan Template — Sequencing Activities and Timing
- Assessment Blueprint — Choosing Tests, Observations and Practical Checks

Day 3: Development of Materials

- Facilitator Guide Structure — Consistent Delivery by Different Trainers
- Learner Handouts and Job Aids — Supporting Recall on the Job
- Activity and Case Design — Examples From Healthcare and Retail
- Slide and Visual Standards — Keeping Materials Clear and Accessible
- Pilot Run and Expert Review — Correcting Materials Before Launch

Day 4: Implementation and Evaluation

- Delivery Checklist — Venue, Equipment, Joining Instructions and Attendance
- Trainer Briefing Pack — Preparing Internal and External Trainers
- Kirkpatrick Levels 1 and 2 — Reaction Forms and Knowledge Tests
- Kirkpatrick Levels 3 and 4 — Follow-Up With Line Managers
- Training Records and Evidence — Meeting ISO 10015 Expectations

Day 5: Practising the Training Cycle File

- Gap Interview Role Play — Applying Analysis to a Live Request
- Objectives and Session Plan Peer Check — Testing Design Choices
- Micro-Delivery Round — Running a Short Segment With Feedback
- Evaluation Results Review — Deciding What to Revise
- Training Cycle File — Final Version for One Real Course

Applying ADDIE Training Cycle for Training Officers After the Course

- Run the next incoming training request through the intake form and performance gap interview before agreeing any session.
- Add reaction forms and a short knowledge test to one existing course and review the results with its trainer.

ADDIE Training Cycle for Training Officers Questions FAQ

What is the ADDIE Training Cycle for Training Officers and why does it matter now?

It is a stage-by-stage method for turning a training request into an evaluated course. It matters now because managers and auditors expect each session to trace back to a real performance need.

Which roles gain most from the ADDIE Training Cycle for Training Officers?

Training officers, coordinators and new learning practitioners gain most, especially those who screen requests, write session plans and gather evaluation results for internal courses.

How does the ADDIE Training Cycle for Training Officers differ from a train the trainer course?

It covers the whole cycle from request to evaluation rather than only classroom delivery skills. Presentation technique appears only as one short practice round on the final day.

What do you bring back from the ADDIE Training Cycle for Training Officers?

You bring back a training cycle file for one real course, holding the intake form, gap interview notes, objectives, session plan, materials list and evaluation forms.

ADDIE Training Cycle for Training Officers: The Way Forward

The training cycle file first informs whether the selected request deserves a course at all, a decision the officer agrees with the requesting line manager. The learning lead then uses its evaluation forms to judge revisions. After the first run, revisit the analysis stage, since gaps that training could not close usually point to process or tooling issues worth raising early.