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COURSE BROCHURE

# Training Package Design and Course Materials Production Course

21 – 25 June 2027
Geneva

# Training Package Design and Course Materials Production Course

**Ref:** 1266_47598 **Date:** 21 – 25 June 2027 **Location:** Geneva **Fees:** 6500 GBP

Training Package Design and Course Materials Production is a 1-week training course for instructional designers, trainers and training coordinators who must hand any qualified trainer a course that runs the same way every time, and who leave with a ready-to-run training package for one of their own courses. As organisations scale internal training across sites, inconsistent materials become a quality and reputation problem. Jupiter Prime Training offers this course on training package design.

## Why Training Package Design Matters Now

Three pressures raise the stakes for training packages: internal academies that need many trainers to deliver one course identically, auditors and quality teams who ask for controlled, current versions of every handout, and participants who expect workbooks and job aids they can still use months later. A function with well-built packages can rotate trainers, update content quickly and show what was taught; one relying on personal slide decks loses consistency the moment a trainer leaves. The course draws on the ADDIE instructional design model Analyse, Design, Develop, Implement, Evaluate, ISO 10015:2019 for competence and people development, and level 2 of the Kirkpatrick model for assessment design.

## Who Gains Most from Training Package Design

- Designers who turn approved objectives into trainer guides, workbooks and slide decks
- Trainers who inherit courses from colleagues and must deliver them faithfully
- Coordinators who print, distribute and track current versions of course materials
- Subject experts who supply technical content that others will package and teach
- Quality and compliance owners who check that delivered content matches the approved version

A training function that sends a designer, a trainer and a coordinator together gains most, because each owns a different link in the chain from draft to delivered package.

## Training Package Design Capabilities

Participants assemble every component a second trainer needs, then test the package before it reaches a real cohort.

- Specify measurable learning objectives that drive every component — course owners and sponsors
- Design trainer guides with timings, scripts and facilitation notes — consistent delivery across trainers
- Build participant workbooks and job aids that work after the course — learners and line managers
- Apply layout and accessibility standards to slides and print — brand and readability
- Build assessments aligned to objectives at Kirkpatrick level 2 — evidence of learning

- Test packages through pilot runs and version control — quality and audit teams

## Key Training Package Design Terms

- Training package — the complete set of materials needed to run a course: trainer guide, participant materials, slides, job aids and assessments.
- Trainer guide — a document giving a trainer timings, key messages, activity instructions and answers so any qualified trainer can deliver the course.
- Participant workbook — a learner document holding exercises, notes space and reference content used during and after the course.
- Job aid — a short reference such as a checklist or flowchart that supports a task at the point of work.
- Version control — the practice of numbering, approving and tracking changes so only the current release of materials is used.
- Pilot run — a trial delivery of new materials with a sample group to find errors and timing problems before launch.

## Training Package Design Day by Day

### Day 1: Package Architecture and Objectives

- Package Component Map — Guide, Workbook, Slides, Job Aids and Assessments
- ADDIE Develop Phase — Where Materials Fit in the Design Cycle
- Measurable Objective Writing — Behaviour, Condition and Standard
- Content Outline and Sequencing — Modules, Units and Timings
- ISO 10015 Link — Tying Packages to Competence Requirements

### Day 2: Trainer Guides and Facilitation Notes

- Trainer Guide Template — Timings, Key Messages and Transitions
- Activity Instruction Writing — Clear Steps Any Trainer Can Follow
- Answer Keys and Model Responses — Consistent Debriefs
- Trainer Preparation Checklist — Room, Equipment and Pre-Reading
- Adapting Guides for Virtual Delivery — Online Variants of Activities

### Day 3: Participant Materials and Job Aids

- Workbook Structure — Exercises, Reference Pages and Reflection Space
- Job Aid Formats — Checklists, Flowcharts and Quick-Reference Cards
- Slide Deck Standards — Visual Hierarchy, Text Limits and Accessibility
- Plain Language Editing — Readability for Mixed Literacy Groups
- Sector Examples — Packages from Utilities and Retail Banking

### Day 4: Assessment and Quality Control

- Kirkpatrick Level 2 Assessment Design — Knowledge and Skill Checks
- Item Writing Rules — Valid Questions and Plausible Distractors
- Practical Skill Observation Sheets — Consistent Marking Across Trainers
- Version Control Register — Numbering, Approval and Retirement
- Peer Review Checklist — Accuracy, Consistency and Brand Compliance

## Day 5: Practising the Ready-to-Run Training Package

- Pilot Run Protocol — Sample Groups, Observers and Feedback Forms
- Applying Trainer Guide Templates — Completing One Module in Full
- Applying Workbook and Job Aid Formats — Peer Testing for Usability
- Applying Assessment Rules — Reviewing a Draft Knowledge Check
- Ready-to-Run Training Package — Components, Version Record and Pilot Plan

## Applying Training Package Design After the Course

- Rebuild one existing course into a full package with a trainer guide, workbook and version control register.
- Run a pilot of the rebuilt package with a second trainer delivering it and log every change requested.

## Training Package Design Questions FAQ

### What is training package design and why does it matter now?

Training package design is the production of every material a course needs so any qualified trainer can deliver it consistently. It matters now because organisations scale training across sites and trainers, and need controlled, current materials.

### Which roles gain most from training package design training?

Instructional designers, trainers, training coordinators and subject experts gain most. Each contributes to or depends on packaged materials, from writing content to delivering and distributing it.

### How does training package design differ from a lesson planning course?

Training package design produces a full, controlled set of materials for many trainers and repeated runs. A lesson planning course focuses on one trainer preparing an individual session plan and its supporting notes.

### What do you bring back from training package design training?

You bring back a ready-to-run training package for one course, including objectives, a trainer guide, participant workbook, job aids, assessments, a version control register and a pilot plan.

## Training Package Design: The Way Forward

The ready-to-run training package first informs the decision on whether a course can be handed to additional trainers or sites. Designers, trainers and coordinators use it to deliver, print and update materials consistently. After the first pilot, revisit timings, activity instructions and assessment items that caused confusion and record each fix in the version register.