

OUR 7 STEP PROCESSES

01.

BUSINESS NEED/REQUEST

SCOPING

02.

ANALYSIS

TNA

03.

DESIGN (FORMAT TRAINING STATEMENT)

- HIGH LEVEL DESIGN PROPOSAL (STAKEHOLDER/SME SIGN-OFF)
- DELIVERY METHODOLOGIES (STAKEHOLDER/SME SIGN-OFF)
- FINAL DESIGN (STAKEHOLDER/SME SIGN-OFF)

04.

PROGRAMME SPECIFICATION

IF APPLICABLE

05.

DEVELOPMENT (TRAINING DELIVERY MATERIALS)

- SCHEME OF WORK (IF APPLICABLE)
- LESSON PLAN(S) (STAKEHOLDER/SME SIGN-OFF)
- PPTS/ELEARNING/VIDEOS
- HANDOUTS/SUPPORT MATERIALS/VIDEOS

06.

IMPLEMENTATION OF TRAINING

TRAINING

07.

EVALUATION

REDESIGN/AMENDMENTS