BUILDING A TRAINING CURRICULUM

PMO20.10

Training is one of the premiere services offered by a Project Management Office (PMO). In fact, in many organizations, the primary role of the PMO is to offer project management training to the staff. However, there is a lot to consider in a training program. Like many of the services offered, training must be considered holistically, along with any other services that the PMO is offering. Your PMO may only have the resources to offer one or two classes. However, if you have the resources, and if your pool of project managers has the need, you would want to develop an overall curriculum, including classroom and non-classroom based learning opportunities. This class will provide you with the skills necessary to build such a curriculum.

PREREQUISITES

- None, this class provides a basic overview of all aspects of curriculum development.

LEARNING OBJECTIVES

At the end of this class, participants will be able to:

- Understand the process of building a training curriculum
- Have familiarity with basic templates associated with building a training curriculum

WHO SHOULD ATTEND

- Project managers and team members that work in a Project Management Office
- Members of the training department in your organization
- Any other stakeholders interested in developing a training program

COURSE OUTLINE

- Overview
- The scope of training
- Training needs (assessment)
- Training strategy and plan
- Training curriculum
- Training value

CLASS LENGTH

- One-half day (4 PDUs)

Please note that this class shows how to develop an overall training curriculum. This class does not focus on instructional design, or techniques utilized to actually build the content of classes.