

## **Terms, Vocabulary and Lexicon commonly used in the Context of Training of Trainers, Training Systems and Training Environments related to Information Technology and Management**

- 1. Train-the-Trainer (TTT):** A training approach where experienced trainers or subject matter experts provide training to individuals who will subsequently deliver the training to others.
- 2. Trainer certification:** The process of assessing and validating the skills, knowledge and competencies of trainers to ensure they meet specific standards or criteria.
- 3. Instructional design:** The systematic process of creating effective and engaging learning experiences, involving analysis, design, development, implementation and evaluation of training programs.
- 4. Learning management system (LMS):** A software platform or system that supports the administration, delivery and tracking of training programs and courses, often including features for online learning, assessments and progress tracking.
- 5. Blended learning:** A training approach that combines different delivery methods, such as in-person sessions, online modules, or self-paced learning, to optimize learning outcomes.
- 6. Virtual training:** Training conducted in a virtual or online environment, often using video conferencing, webinars, or virtual classrooms to deliver content and facilitate interaction.
- 7. Hands-on training:** Training that involves practical, experiential learning where participants engage in real-world activities, simulations, or exercises to apply their knowledge and skills.
- 8. Learning path:** A structured sequence or progression of learning activities, modules, or courses that guide learners through a specific training program or curriculum.
- 9. Technical skills training:** Training focused on acquiring specific technical knowledge, abilities, or competencies related to information technology (IT) systems, software, hardware, or programming languages.
- 10. Management training:** Training aimed at developing leadership, managerial and supervisory skills, including areas such as team management, project management, or strategic planning.
- 11. Training evaluation:** The process of assessing the effectiveness and impact of a training program, often through feedback surveys, post-training assessments, or performance improvement measures.
- 12. Training needs analysis:** The process of identifying the knowledge, skills, or competencies that individuals or teams require to perform their roles effectively within the IT and management domains.
- 13. Training resources:** Materials, tools, or resources used to support and enhance training, such as presentations, handouts, manuals, online resources, or practice exercises.

- 14. Training environment:** The physical or virtual setting where training activities take place, including training rooms, computer labs, or online learning platforms.
- 15. Training infrastructure:** The systems, equipment and resources necessary to deliver and support training, such as computer networks, software, servers, or learning management systems.
- 16. Training curriculum:** A comprehensive plan or framework that outlines the topics, objectives and sequence of training modules or courses within an IT or management training program.
- 17. Training delivery methods:** Different approaches or techniques used to deliver training content, such as instructor-led classroom training, online self-paced learning, webinars, or workshops.
- 18. Performance support:** Resources, job aids, or tools provided to employees during or after training to assist them in applying their newly acquired knowledge and skills in their work roles.
- 19. Trainee engagement:** Strategies and activities aimed at promoting active participation, motivation and interaction among trainees during training sessions, fostering an effective learning environment.
- 20. Training impact analysis:** The evaluation of the broader effects and outcomes of training, such as changes in job performance, productivity, or business results, to assess the return on investment (ROI) of training initiatives.

These terms and vocabulary are commonly used in the field of training related to information technology and management. They provide a foundation for understanding and discussing key concepts, principles and practices in designing, delivering and evaluating effective training programs within these domains.

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