Staff Training Design for Microfinance Institutions Training Course

Professional Development Training Course Outline

Category	Microfinance & Financial Inclusion	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Staff Training Design for Microfinance Institutions Training Course equips participants with the knowledge and skills to design, implement, and evaluate effective training programs for MFI staff. Well-designed training programs improve staff competency, productivity, and organizational performance, supporting financial inclusion objectives. This course emphasizes needs assessment, curriculum development, instructional design, and evaluation strategies to ensure training aligns with organizational goals.

Participants will engage in interactive workshops, case studies, and practical exercises to learn how to create impactful training programs. By the end of the course, participants will be able to design training plans that enhance staff skills, improve operational efficiency, and strengthen organizational capacity for delivering financial services.

Programme Curriculum

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financial services.

Course Objectives

1. Understand principles of effective staff training design in MFIs
2. Conduct training needs assessments
3. Develop structured training curricula and modules
4. Apply adult learning principles in training design
5. Select appropriate training delivery methods
6. Integrate digital and blended learning approaches
7. Design assessment and evaluation tools for training programs
8. Align training objectives with organizational goals
9. Enhance staff performance through targeted training
10. Build a culture of continuous learning
11. Monitor and evaluate training outcomes
12. Develop strategies for sustainable training programs
13. Gain hands-on experience in creating training materials

Organizational Benefits

- Improved staff competency and performance
- Increased operational efficiency and effectiveness
- Strengthened capacity for delivering financial inclusion services
- Enhanced staff motivation and engagement
- Standardized training processes and materials
- Evidence-based evaluation of training outcomes
- Improved alignment of staff skills with organizational goals
- Enhanced learning culture within the organization
- Reduced skill gaps and operational errors
- Capacity building for trainers and HR teams

Target Audiences

- HR and training managers
- MFI executives and managers
- Staff development and learning officers
- Program coordinators and project managers
- Operational managers and supervisors
- Compliance and risk officers
- Training consultants and facilitators
- NGO or donor program staff

Course Duration: 5 days

Course Modules

Module 1: Introduction to Staff Training Design

- Principles of effective training in MFIs
- Role of training in organizational performance
- Aligning training with strategic objectives
- Key elements of training design
- Benefits and challenges of training programs
- Case Study: Successful staff training design in an MFI

Module 2: Training Needs Assessment

- Identifying skills and competency gaps
- Tools and techniques for needs assessment
- Prioritizing training needs
- Engaging staff in identifying learning requirements
- Analyzing organizational goals to determine training focus
- Case Study: Conducting a training needs assessment for a rural MFI

Module 3: Curriculum and Module Development

- Structuring training content effectively
- Developing learning objectives and outcomes
- Sequencing training modules
- Creating engaging and relevant content
- Aligning curriculum with organizational goals
- Case Study: Designing a curriculum for a digital financial services training

Module 4: Adult Learning Principles and Instructional Design

- Understanding adult learning theories
- Applying instructional design models
- Incorporating interactive and participatory methods
- Enhancing learner engagement and retention
- Adapting training for different learning styles
- Case Study: Instructional design application in MFI staff training

Module 5: Training Delivery Methods

- Selecting appropriate training delivery approaches
- Classroom, digital, and blended learning methods
- Facilitator-led vs. self-paced learning
- Enhancing engagement in virtual training

- Tools and resources for effective delivery
- Case Study: Implementing blended learning in a microfinance training program

Module 6: Assessment and Evaluation Tools

- Designing assessment methods for learning outcomes
- Formative and summative evaluation approaches
- Measuring knowledge, skills, and behavioral changes
- Using feedback to improve training effectiveness
- Reporting and analyzing evaluation results
- Case Study: Evaluating training impact on staff performance

Module 7: Monitoring and Continuous Improvement

- Monitoring training implementation and outcomes
- Collecting and analyzing data for improvement
- Identifying lessons learned
- Updating training programs based on feedback
- Maintaining a culture of continuous learning
- Case Study: Continuous improvement in MFI training programs

Module 8: Practical Exercise: Training Program Development

- Developing a comprehensive staff training program
- Integrating curriculum, delivery, and assessment components
- Peer review and feedback sessions
- Presenting training plans to management and stakeholders
- Applying lessons from case studies
- Case Study: Participants create and present a full staff training program

Training Methodology

- Interactive presentations and discussions
- Hands-on training design workshops
- Group case study analysis and problem-solving
- Peer review and feedback sessions
- Practical exercises in curriculum development and training evaluation
- Presentation and assessment of drafted training programs

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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