

€ TRAINING

Linking Training to Organizational Goals





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Introduction:

For individuals and teams to consistently perform it is essential to equip them with the skills, knowledge, and behaviors required for success. This is an ongoing challenge due to the rate of change that organizations experience. The impact and importance of training within an organization can be measured and directly linked to the achievement of organizational goals and objectives.

This exciting and engaging training explores the critical role that people development plays in moving a business forward and in the achievement of personal, team, departmental, and organizational goals and objectives. Participants will also explore how they can develop and promote the role of the training function within their organization.

Course Objectives:

At the end of this course the participants will be able to:

- Describe the role of training within an organization
- Plan a transition from training to organizational development
- Link training to organizational goals
- Conduct an effective training needs analysis
- Develop a training strategy
- Identify learning solutions
- Evaluate training
- Promote value-added training
- Produce focussed training strategies and plans
- Influence through results
- Explore many options for learning
- Get the best out of people through development
- Demonstrate added value and ROI

Targeted Audience:

- All Training Managers and Professionals
- Training Coordinators
- Senior Training Administrators
- Training Designers and Developers
- Those who have a responsibility for training others
- Those who wish to move into training management
- HR Management and Professionals with an interest in training
- Line Managers with an interest in training

Course Outlines:

Unit 1: Business Strategy and Training:

- Introduction to training, development, and learning

- So why do we need to train anyway?
- How businesses set their strategy?
- The importance of aligning training strategy
- The role of training in supporting business strategy
- Champions and sponsors
- Defining the training function

Unit 2: Developing a Focussed Training Solution:

- The Systematic Training Cycle
- Learning and performance objectives
- Personality and Learning Styles
- Different learning methods - e-learning to classroom
- Developing learning solutions and blended learning
- Training design principles
- Selecting the trainer
- Prioritizing training needs
- Validation and Evaluation

Unit 3: The Training Strategy:

- Research and analysis - TNA
- Training needs analysis
- Developing your customer base
- Building a training strategy
- Presenting strategy for impact
- Organizations and Change - driving the need for training
- Responding to organizational change
- Training project to support major cultural change

Unit 4: Building The Value of Training:

- The providers of training
- Developing partnerships and suppliers
- Pilot programs for Validation
- Evaluation for ROI
- Evaluation and measuring Return on Investment
- Evaluation methods
- Evaluating what? Perceptions or reality
- Quality Control and Evaluation

Unit 5: Developing Your Training Strategy:

- Creating the training plan
- Creating a cost budget
- The use of Service Level Agreements
- Reporting training activities against the plan
- Skills practice on personal case studies
- Peer support in developing ideas
- Post seminar peer network support
- Action planning

- Key learnings and personal development plans