€TRAINING

Preparing and Developing Training Specialist and Coordinators



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Introduction:

This program is designed for anyone in training or involved in the development and who needs to understand how all the elements of training work. The program specifically will give you detailed knowledge of the new training cycle and explain how to get the best from external and internal training and suppliers.

Course Objectives:

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

- Write learning objectives and be able to do specifications for internal and external use
- Know how to prioritize training and be able to convincingly explain the process to others
- Know how to identify competency gaps and to measure training results from competency-based training
- Know what to look for when sourcing external suppliers and how to get the best value
- Understand the role responsibilities of the 4 key jobs in training and be able to explain this to others
- Explain to others how training adds value and show practical examples in both the Public and Private Sectors.
- Master the lingo and be able to become professional in your approach

Targeted Audience:

- Training Personnel
- HR Personnel
- Training Coordinators
- Training Administrators
- People who interested to be involved in the training department process

Course Outlines:

Unit 1: How People Learn and What Interferes with the Learning Process:

- How adults learn
- Motivators to the learning process
- Learning styles
- How personality plays such an important role in learning
- Reasons why people find it difficult to learn
- Medical impediments to learning no matter how good the training is
- Latest data on memory - and what we can do to improve it

Unit 2: The Role and Function of Today's Training Departments:

- What does training do?
- The roles within training
- The new training activities map
- So who should do what in training
- Feedback from exercise

- Should training be a profit center and how should it demonstrate value?
- Training role in other matters - succession planning
- Business emergency procedures

Unit 3: The Two Principle Training Requirements - Competency & Performance:

- Competency - The History
- How competencies are constructed
- How much training comes from competency requirements
- Measuring before and after results of competency-based training
- What is performance
- Types of performance-based training
- How to measure and evaluate performance-based training

Unit 4: The Training Cycle:

- How training is identified
- A new and easier approach to Training Needs Analysis
- TNA discussion
- How to cost training
- Keeping accurate training records - what's needed and new software
- How to prioritize all training
- Prioritizing training
- How much value is in training

Unit 5: Getting the Best from Internal and External Training Providers:

- Understanding Learning Objectives
- How to write learning objectives
- Shortcut easy way to write competency-based learning objectives
- How would you measure performance-based learning objectives?
- Should high-level training results be rewarded?
- A professional evaluation tool should you need one