

€ TRAINING

Enhancing the Skills of Training Coordinators





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Introduction:

Training Coordinators play a vital role in ensuring any training solves the performance gap or need, this program equips you with the appropriate tools and techniques to manage these issues.

Course Objectives:

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

- Analyze how Training & Development contribution to business performance
- Reposition Training & Development by adopting a measured approach
- Examine administration systems and techniques
- Develop a profile for the Training Coordinator role
- Apply a new 4 quadrant analysis model for individual performance issues
- Be able to apply the 10 steps in the training cycle
- Consider action planning for your return to work including training requirements
- Influence management allowing new skills to be practiced
- Understand and master training needs analysis, design, validation, and evaluation techniques.

Targeted Audience:

- Training Professionals
- Training Coordinators
- Training Specialists
- HR Professionals
- Training Managers

Course Outlines:

Unit 1: Designing Training & Development to Support Business Needs:

- Change in organizations
- Positioning Training & Development to ensure delivering strategic success
- Aligning Training & Development activities to the business needs
- Training & Development activities and organizational success including case studies

Unit 2: Clarifying/Developing The Role of a Training Coordinator:

- The skills and attributes of a Training Coordinator
- How do people learn? When making training decisions
- Accounting for individuals' learning styles
- Resources planning - medium and long term requirements
- Managing change - managing your training and development needs

Unit 3: Training Needs Analysis Corporate VS Individual needs

- The relationship between T & D and company performance
- At the Corporate level
- Departmental and section training needs
- Team development including Planning TDP
- Personal Development Plans, manpower/ talent management

Unit 4: Examination of Validation and Evaluation Techniques:

- Delivering effectively structured programs.
- Application of the 10 step training model
- The use of Validation Techniques and Methodologies
- How to construct an Evaluation Survey and using learning?
- How to present results to best effect - evaluation in action?

Unit 5: Budgets and Back to Work Planning:

- Understand the Training and Development budget planning process.
- Generating Individual action plans, and agreeing on priorities.
- Review and program recap.
- Final review, presentation of certificates, and awarding of CPE points.