€TRAINING

Essential Skills for Effective Training Administration (Certified Training Administrator)

28 October -
1 November 2024
Madrid (Spain)

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REF: C546 DATE: 28 October - 1 November 2024 Venue: Madrid (Spain) - Fee: 5850 Euro

Introduction:

An effective training administrator coordinates the administrative activities of the training function, maintaining and developing information systems to enable the department to operate proactively in employee development and training.

Conference Objectives:

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

- Gain a useful complete overview of how training departments function
- Get the very latest in innovation and practices that will add value to the training function
- Gain confidence by getting a thorough understanding of how things work and why things need to be done in a certain way
- Be equipped with the essential skills to confidently give expert support in the planning and preparation of training events

Targeted Audience:

- Training Administrators
- Training Company Coordinators
- Training Managers' Secretaries, Training Assistants and Course Secretaries who need to learn more about the position
- Individuals who are looking to build their confidence and contribution

Conference Outlines:

Unit 1: The Successful Training Administrator:

- Defining the role, skills, qualities and attributes which lead to success
- Maximizing your support to your manager - defining their needs
- Training policy and your organization's strategy
- Keeping up to date with training issues

Unit 2: Establishing Training Needs:

- Identifying training needs at individual, departmental and organizational levels
- The structure of training plans and how to administer them
- Understanding the training cycle and supporting system
- Awareness of different learning styles and how to provide for them

Unit 3: Training Records and Information:

- Maintaining records, systems, and libraries
- Assessing training records software
- Data protection implications

Unit 4: Organization and Administration:

- Identifying effective routines and administrative systems
- Simplifying procedures and utilizing checklists
- Storing information, books, videos, etc
- Administering access

Unit 5: Managing Training Events and Dealing with Suppliers:

- Identifying training needs and possible solutions
- Negotiating the best deal for your needs - promoting training activities
- Organizing travel and accommodation
- Checklists for training rooms
- Pre- and post-course administration/document design - joining instructions and course handouts
- Training evaluation - internal and external

Unit 6: Effective Face-to-Face Communication:

- Analyzing assertive, aggressive, and passive behavior
- Dealing with difficult or unreliable people
- Building relationships
- Getting information and cooperation from others
- Listening and questioning effectively - becoming a better communicator

Unit 7: Personal Effectiveness and Time Management:

- Planning, prioritizing, and organizing
- Identifying and controlling time wasters
- How to increase others' confidence in you
- Meeting the expectations of your internal customers