€TRAINING

HR - Managing the Training Function
(Certified Training Manager)

9 - 13 December 2024
Casablanca (Morocco)
New Hotel

HR - Managing the Training Function (Certified Training Manager)

REF: H198 DATE: 9 - 13 December 2024 Venue: Casablanca (Morocco) - New Hotel Fee: 3685 Euro

Introduction:

Recent International developments have seen training elevated in its importance in successful companies. The new task and challenge is to market, run and produce measurable results through all aspects of training. To do this the Training manager has new skills to master and to be in line with the new requirements of the demands of world-class companies.

This program is for Training Managers who need to produce measurable results and who what to get the best from their training functions. This program will explain the paradigm shift that has and is taking place in international training and will provide attendees with the skill, knowledge, and confidence to turn any training function into a true powerhouse. You will also find out the new leadership skills needed for future success and there 6 key indicators.

Course Objectives:

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

- Master the key techniques of managing the new style training function and beyond
- Describe the new role of training and be able to carry out effective marketing within their organization
- Re-examine the design of the training function to establish the most effective department for their organization
- Master budgets and new training software for TNA and financial control
- Demonstrate added value and return on training Investment ROI
- Develop a training strategy
- Understand and be able to implement the new ⬚Training Consultant⬚ approach to solve business issues
- Evaluate any training and be able to explain to others and demonstrate the added value role of training

Targeted Audience:

- Training Managers
- Training Specialists
- Training Consultants
- HR Professionals

Course Outlines:

Unit 1: The New Shape and Design of Training Functions:

- Objectives
- Why change anything?
- How to design effective training functions
- Calculating how many staff you need
- What do efficient training functions look like
- How training activities fit with organizational strategy
- The six critical leadership skills

Unit 2: The Control of Data, Finances, and Figures Needed for Training Efficiency:

- Streamlining essential training data
- Make life easy - understanding basic unit costs
- How to put a training plan together from TNA
- The use of four training codes to make planning very easy
- TNA - new software
- Mastering training budgets
- How to compile your budget in under 15 minutes
- Simple technique - great results - how to prioritize training in difficult circumstances

Unit 3: Training Evaluation:

- Definition of added value evaluation
- Process needed
- Improving productivity
- Lessons learned
- What to evaluate - good news use a process to do this
- Examples of evaluated training and its value to the organization
- Evaluation in practice

Unit 4: New Role - The Training Managers as an Internal Consultant/Advisor:

- What is a consultant? - examples of world-class consultants
- Areas which consultancy fits well
- Where the consultant can add value
- Self-analysis - how do your current skills/behaviors match with the 12 key areas?
- Developing the skills - the number one priority if you are going to be successful as a consultant
- Developing business solutions
- Locking consultancy into TNA and added value results

Unit 5: Techniques That Make a Big Difference:

- Marketing the new training function
- Producing key results for the senior management
- Getting the best from external training providers
- Writing learning outcome objectives
- Resourcing training materials
- Internal success measurers
- Making the most of training success - celebrate success regularly
- Keeping up to date with training innovations
- Useful resources