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Effective Training Administration Essential Skills

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. This is a key role to help with the management of a complex function and involves several skill areas. This course provides the "How to do it" approach in a logical and practical way.

- Delegates will get a wall poster showing how the training function operates
- Free software for maintaining your training information
- Practical solutions for everyday use
- Techniques to prioritize training requests
- Opportunity to practice new techniques in a relaxed environment

Who Should Attend?

Training administrators, training 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

Course Objectives:

By the end of this course delegates will be able to:

- Use a training schema to plan and execute training in an efficient way
- Use a priority system for all training requests
- Be able to set up training facilities in a professional way
- Be able to specify external training using a competency framework approach
- Master training records and be familiar with the software provided
- Equipped with the essential skills to confidently give expert support in the planning and preparation of training events
- Gain essential overview of how training departments function
- Delegates will get the very latest in innovation and practices that will add value to the training function
- Gain confidence by getting of thorough understand of how things work and why things need to be done in a certain way
- Improve you competence in this important field

Course Outline:

The Successful Training Administrator

- Course Introduction and objectives
- Defining the role, skills, qualities and attributes which lead to success
- Maximizing your support through using the right skillset
- Training policy and your organization's strategy
- Understanding key terms in use in training
- The use of a process - the training schema

- Keeping up to date with training issues

Establishing Training Needs

- Identifying training needs - specifically competencies
- Training needs analysis for competencies
- How competencies are measured
- TNA exercise
- Other TNA at Corporate, Department, team and individual level
- 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

Training Records, Evaluation and Information

- What needed for performance based training - from TNA to evaluation
- Evaluating competency based training
- Maintaining records, systems and libraries
- Coding training to make your job easier

- Use of the training Software system
- Maximizing your time by linking training to the training schema
- Day to day records that need to be kept

Organization and Administration

- Managing training resource libraries
- Manuals, tutors manuals and visual aids
- Understanding copyright with respect to training materials
- What you can and can't do with copying DVD's
- How DVD's are used in training
- Setting up for training courses - how big should the room be?
- How to calculate screen size and sound requirements

Managing Training Events and Dealing with Suppliers

- Identifying unusual 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
- Training evaluation - internal and external
- How to specify training if you use external providers
- Formulating a personal action plan