ADMINISTRATION

CREATIVE CONCEPT

BTS
Training & Consultancy
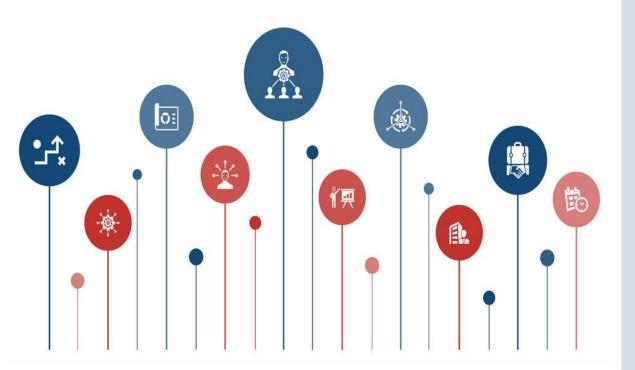
Effective Professional Skills For Training Administrator

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Effective Professional Skills For Training Administrator

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.

- Practical solutions for everyday use
- Techniques to prioritize training requests
- Opportunity to practice new techniques in a relaxed environment

Who Should Attend?

Training & Development Controllers & Administrators, Training & Development Coordinators, Training Managers' Secretaries, Training Assistants, Training Officers, HR Specialists, Generalists & Personnel, Line Managers, Capability and Development Administrators, Senior Training Administrators, those responsible for people development, HR trainees, and anyone who are involved with training and development

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
- Mastering training records
- Equipped with the essential skills to confidently give expert support in the planning and preparation of training events

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
- 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 & 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 & 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 to calculate screen size and sound requirements

Managing Training Events & 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 pla