



The Professional Training Specialist & Coordinators' Development Program

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Introduction:

This course is designed specifically to recognize the vital role of those working in the area of training and development. It is suited for anyone who trains or develops others or who is involved in development and talent management. The training function is a relatively recent addition to organization structures compared with other functions such as production, accounts and sales. This is linked into the bigger picture of constant organizational change and developments in HR and talent management systems. The course specifically will give you detailed knowledge on the training cycle and explain how to prove to top management that training is a great investment. Features of the course include:

- Learn how to conduct a cost-benefit analysis and calculate training ROI
- Learn about how to set learning objectives and understand adult learning
- Understand talent management & succession planning
- Mastering the training cycle – getting the complete picture of what training does
- Learn how training needs analysis and training evaluation work
- Appreciate the career structure in training and what's involved in career development

Who Should Attend?

Training & Development Managers, Training Controllers & Administrators, Training & Development Coordinators, Training Managers' Secretaries, Training Assistants, Training Officers, HR Specialists, Generalists & Personnel, Line

Managers, Capability and Development Officials, Senior Executive Capability and Development, Section Heads, Succession Planers, Talent Managers, Training Officers, Senior Training Officers, Team Leaders, Superintendents, Senior Training Administrators, those responsible for people development, Administrators, HR trainees, and Supervisors who are involved with training and development.

Course Objectives:

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

- Design a course outline utilizing Blooms taxonomy for educational objectives
- Describe the training cycle and its application in the modern training and development department
- Discuss the limitations and advantages of a competency based approach to training
- Calculate a training cost benefit and/or a training return on investment (ROI)
- Differentiate between training, learning and talent management
- Defend training decisions based on cost-benefit analysis

Course Outline:

The Role & Function of Today's Training Departments

- Introduction and program objectives
- Why do we need to train anyone?
- The role of training and activities covered
- The training cycle (Analysis, Design, Develop, Conduct, Evaluate)
- How Adults Learn: Andragogy
- The Conscious Competence Model

- Assessing your own learning style

Training Needs Analysis (TNA) & Competency Based Training (CBT)

- What is training needs analysis?
- Identifying and meeting learning needs
- TNA practical exercise
- How to prioritize training needs
- Brief overview of DIF analysis
- Competency based training (CBT)

Learning Objectives & Testing

- Understanding learning objectives
- Learning strategies
- Writing objectives using bloom's taxonomy
- Revised taxonomy
- The role of testing in training
- Key properties that psychometric tests should have
- Personality questionnaires and their limitations
- Aptitude and ability tests

Training Evaluation: Completing the Cycle

- What is training evaluation
- Kirkpatrick's Levels of Evaluation
- Measurement
- The performance grid
- Showing the benefit of evaluated training
- Calculating a Cost-benefit
- Return on Investment (ROI)

Talent Management & Essential Training Administration Issues

- Talent management
- Succession Planning, Mentoring & Coaching
- Nationalization Programs
- Managing the training function
- Training records and administration
- External and/or internal training decisions
- Training room set-up
- Personal Action Planning