



## Training Strategies and Preparation of Training Plans and Budget

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## Introduction:

It is well known and understood by leaders that it's the people that can really make the key strategic difference between you and your competitors. The value of this investment in people development has never been more important. The key words of focus from the business are now: '...effectiveness', '...efficiency', '...value for money...' (VFM) or '...return on investment' (ROI).

The focus of this seminar will be around these key areas: aligning business objectives to ensure the optimum effectiveness of interventions and development options chosen; as well as ensuring that this is conducted as efficiently as possible, meeting the strategic goals of the organization. The seminar will look at the organizational and personal impact of market forces moving forward to creating effective development strategies, lean processes, managing providers and negotiation to ensure maximum value, as well as building a case for and calculating return on investment (ROI) ensuring value for money (VFM) is achieved.

This is an essential seminar for those who are responsible for ensuring the correct engagement and credibility of learning and development in the organization, as well as the financial control of creating, measuring and managing training interventions.

### **The seminar will highlight:**

- An understanding of business strategy on the organizational and personal impact on the business

- Ensuring that proposed training and development programs are relevant to the strategic direction of the business to support efficient planned expenditure
- Reviewing lean processes and alternative organizational development methods
- Ensuring efficient value from external learning service providers: (VFM)
- The management of the training budget and potential compromises impacting on the 'training spend'
- Demonstrating that ROI has been achieved

## Training Methodology:

The seminar will utilize a variety of adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This will include highly interactive group and individual activities, targeted case studies and relevant practical exercises. This will be facilitated learning through direct input, discussion and encouragement to test and critically appraise theories, models and concepts.

## Who Should Attend?

**This seminar is suitable to a wide range of professionals but will greatly benefit those who:**

- Have direct responsibility for the training budget within the organization and wish to gain greater effectiveness and efficiency in managing this
- Have a strategic overview of the business and who may also be responsible for initiating training programs or authorizing expenditure for training and wish to gain a greater understanding of training budget formulation and ROI

- Are responsible for Human Resource / Organizational Development and the planning and delivery of training programs at a strategic level
- Are responsible for the planning and implementation of training programs at an operational level

### Organizational Impact:

**With delegates attending this seminar the organization will benefit by:**

- Gaining more strategically OD focused personnel
- Negotiate and manage external learning providers more effectively
- Provide solutions to organizational development deficiencies
- Pro-actively develop value for money strategies to training
- Applying lean approaches to ensure effectiveness and reduce waste
- Conduct ROI and VFM for organizational approval

### Personal Impact:

**As a delegate attending this seminar you will:**

- Gain increased knowledge of strategic organizational development
- Learn cost effective ways for development initiatives
- Develop alternative ways for developing others
- Gain deeper awareness of ROI and VFM techniques
- Increase your confidence and approach when managing external providers
- Utilize techniques to ensure plans and procedures are effective and efficient

### Course Outline:

**Aligning Training to Business Strategy**

- Defining and developing your Organisational Development Strategy

- Aligning training and development to meet business objectives
- Sustainability of development: need for long-term planning for future skills and competences
- Competency strategy and development
- Overview of Talent and Succession planning
- Key Evaluation models and their importance in business alignment

### **Demonstrating Efficient ROI and VFM**

- LEAN organization and processes
- Efficient budget planning, and forecasting strategies
- Understanding Cost / Benefit Analysis impact
- Validating the ROI: process and methods
- Optimize cost-effective development strategies
- Preparing a Business Case for ROI and VFM

### **Optimizing Effective Development and VFM**

- Alternative cost-effective training and development interventions
- Maximizing internal development provision
- Managing the external Learning Service Provider
- Ensure maximum VFM (value for money) through powerful negotiation
- Contractual considerations when using external provision
- Preparing your business case for development planning
- Summary and Next Steps