BTS
Training & Consultancy

Promoting the Skills of Training & Development Coordinators & Professionals

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

Promoting the Skills of Training & Development Coordinators & Professionals

Introduction:

Training Coordinators and professionals play a vital role in ensuring any training actually solves the performance gap or need, this program equips you with the appropriate tools and techniques to manage these issues. The course is designed to provide the essential skills and knowledge to perform the role of a Training Coordinator competently. The program also provides the tools and techniques to achieve success analyzing the benefits to the organization. Then moves on to consider how to construct complex training solutions using a flexible approach. Course highlights are:

- The most appropriate learning styles for individuals
- How to develop the Training Coordinators competence
- How to influence management allowing new skills to be practiced
- The changing needs of business and illustrating/demonstrating results
- Training needs analysis, design, validation and evaluation techniques
- The training and development cycle

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, Trainers, Instructors, 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:

- Develop a profile for the Training Coordinator/Professional role
- Apply a new quadrant analysis model for individual performance issues
- Analyze how Training & Development contribute to business performance
- Reposition Training & Development by adopting a measured approach
- Examine administration systems and techniques
- Be able to apply the 10-step training model in the training cycle
- Consider action planning for your return to work including training requirements

Course Outline:

Designing Training & Development to Support Business Needs

- Introduction, programs objectives and ways of working
- Change in organizations, including case studies
- Positioning Training & Development to ensure delivering strategic success
- Aligning Training & Development activities to the business needs
- Training & Development activities and organizational success including case studies

Clarifying & Developing the Role of a Training Coordinator

- The skills and attributes of a Training Coordinator
- How do people learn? When making training decisions
- Accounting for individuals' learning styles
- Resources planning - medium and long term requirements

- Managing change - managing your own training and development needs

Training Needs Analysis (Corporate Vs. Individual needs)

- The relationship between T & D and company performance

- At the Corporate level – including case study

- Departmental and section training needs

- Team development including Planning (TDP)

- Personal Development Plans, manpower, talent management

Examination of Validation & Evaluation Techniques

- Delivering effective structured programs

- Application of the 10-step training model using a case study

- The use of Validation Techniques and Methodologies

- How to construct an Evaluation Survey and using learning

- How to present results to best effect - evaluation in action

Budgets & Back to Work Planning

- Understand the Training and Development budget planning process

- Generating Individual action plans, and agreeing priorities