



## Essential Skills of Training Coordinators

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# Essential Skills of Training Coordinators

## Introduction:

Training Coordinators play a vital role in ensuring any training actually solves the performance gap or need, this course equips you with the appropriate tools and techniques to manage these issues.

## Who should attend?

**This seminar is specifically aimed at showing you the professional way to approach training and development. Therefore it is suitable for:**

- New and existing training coordinators
- New and existing training specialist
- Those involved in training or HR administration
- Training personnel who need to update their skills
- Human Resource (HR) professionals and HR Business Partners
- Talent Managers
- Those involved in nationalization programs
- Supervisors or technical staff (including engineers) who train others and who need a good understanding of how training works

## Methodology:

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

## Certificate:

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

## Course Objectives:

- Analyze how Training & Development contribution to business performance
- Reposition Training & Development by adopting a measured approach
- Examine administration systems and techniques
- Develop a profile for the Training Coordinator role
- Apply a new 4 quadrant analysis model for individual performance issues
- Be able to apply the 10 steps in the training cycle
- Consider action planning for your return to work including training requirements

## Contents:

### **DAY 1:**

- Introduction
- 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

### **DAY 2:**

- The skills and attributes of a Training Coordinator – exercise
- How do people learn? When making training decisions – exercise
- Accounting for individuals' learning styles – questionnaire and exercise

- Resources planning - medium and long term requirements
- Managing change – managing your own training and development needs

### **DAY 3:**

- 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

### **DAY 4:**

- Delivering effective structured seminars.
- 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.

### **DAY 5:**

- Understand the Training and Development budget planning process
- Generating Individual action plans, and agreeing priorities
- Review and seminar recap
- Review