The Training Manager Comprehensive Program: Managing the Training Function (1)

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

The Training Manager Comprehensive Program: Managing the Training Function (1)

Introduction:

Training departments carry a major responsibility in the organizations which focus on developing employees' knowledge and skills for current and future business needs. Being in charge of a training department requires an understanding of a number of concepts like management, strategy, policies, budget, evaluation and technology. This course covers such important topics and provides participants with the knowledge and tools to survive the ever growing demands placed on the training function.

This comprehensive program shows you how to build and manage a training function that produces measurable improvement to employee job performance and organizational results. It gives you both the fundamental and advanced skills needed to raise the profile of your department while navigating the typical politics of training. You'll get concrete answers and solutions to the most serious and demanding issues that you currently face as a training professional.

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:

- Develop a training department mission statement with key result areas and key performance indicators
- List important steps for developing and administering training budgets
- Identify methods for evaluating the training function
- Conduct a cost benefit analysis for training activities
- Describe the key roles and responsibilities of training departments
- Establish a comprehensive training strategy which includes training policies, procedures, and training plans
- Prepare business requirements for a Learning Management System (LMS) and list the necessary system selection steps

Course Outline:

Managing a Training Department

- Defining management
- Key management functions
- Personal assessment and development plan
- Role of the training department in an organization
- Conducting a 'PESTLE' and 'SWOT' analysis
- Devising a training strategy
- Training department mission statement
- Identifying key result areas
- Training department key performance indicators
- Marketing the training function within your organization

- Training and development roles

- Structure of a training department

Mapping Training Policies, Procedures & Training Plans

- Importance of training policies

- A look at common training policies

- Drafting training policies

- Components of a training plan

- Partnering with training providers

Establishing a Training Budget

- Whose responsibility is it?

- Budget types and techniques

- Measurement, metrics and budget data

- Eight steps to creating your budget

- Tips for defending your budget

- Examples of training budgets

Evaluating the Training Function

- Reasons for evaluating the training function

- Key performance indicators

- Deciding on indicators

- Monitoring and reporting

- Measuring employees' satisfaction of the training function

- Evaluation methods

- Developing the training function's satisfaction survey

- Evaluating transfer of behavior

- Conducting a cost/benefit analysis

- Reporting return on investment

- Presenting your findings

Selecting & Implementing an LMS

- Purpose and importance of LMS

- Existing types and technology

- Common features

- Business requirements

- Defining the selection process

- Examples and comparison of LMS