Enhancing the Skills of Training Coordinators & Administrators

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Introduction:

The program is designed to provide the essential skills and knowledge to perform the roles of the Training Coordinator & Administrator's 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. Training Coordinators and Administrators 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. In this program you will study:

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

Who Should Attend?

Managers whose main responsibility is the coordination of training needs, organizing training events, selecting Programs or engaging external consultants, Training Administrators, who are in regular contact with individuals or line managers involving performance improvement, Full time T&D or HR specialists – including line managers with responsibility for the T&D of their subordinates, Technical professionals wishing to revalidate their knowledge and understanding

when conducting training, Professionals who wish to assess new approaches for Training Coordinators and Administrator.

Course Objectives:

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

- 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 both the Training Coordinator & Administrator's 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

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 & Administrator
- 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 and 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 and Back to Work Planning

- Understand the Training and Development budget planning process

- Generating Individual action plans and agreeing priorities