

Managing and Coordinating Training

Why Attend

- Successful training events require a collaborative effort between training coordinators, trainers, participants and department managers. Such collaboration can only be done by training professionals who have built a solid understanding of the responsibilities of the training function. This course outlines major training concepts and topics required to plan, organize, administer and implement such successful training events.

Course Methodology

- Participants in this course will apply theoretical concepts in a practical and hands-on methodology. To achieve this, participants will be asked to develop material that can be used back on the job to support their training tasks and function.

Course Objectives

By the end of the course, participants will be able to:

- List the benefits of training and development and reasons causing programs to fail
- Identify the main phases of the ISD model of training and development
- List and complete necessary tasks in coordinating training activities
- Evaluate training providers and prepare a training Request for Proposal (RFP)
- Create a work environment that will facilitate transfer of training
- List and apply training best practices within organizations

Target Audience

- Training and development administrators, officers and business partners involved in coordinating training activities within the organization.

Target Competencies

- Deciding and initiating action
- Working with people
- Persuading and influencing
- Presenting and communicating
- Applying expertise and technology
- Following instructions and procedures
- Planning and organizing
- Achieving goals and objectives

The training and development process

- Defining terms
- Training
- Development
- Human resource development
- Benefits of training and development
- Training as an investment
- Main reasons training programs fail
- ISD model of training and development
- Needs analysis
- Training design and delivery
- Training evaluation

Coordinating training activities

- Preparing a training tasks timeline
- Training announcement templates
- The training site
- Seating arrangement
- Opening training courses
- Training logistics checklist
- Welcome message
- Monitoring course progress
- Closing training courses
- Feedback forms
- Post training action plans
- Certificates
- Closing speech and reminders



To buy or to design

- Off-the-shelf, customized or in-house development
- Advantages of buying a training program
- Advantages of designing a training program
- Criteria to consider
- The purchase-or-design decision
- Next steps following a decision
- An effective RFP
- Assessing and selecting training vendors

Transfer of training

- Defining transfer of training
- Barriers to the transfer of training
- Transfer of training process
- Whose responsibility is it
- Transfer of training activities
- Before training courses
- During training courses
- After training courses

Training trends and best practices

- Computer-based training
- Rapid eLearning
- Learning Management Systems (LMS)
- Experiential learning
- Blended approach
- Training best practices

