

Enhancing the Skills of Training Coordinators and Administrators



INTRODUCTION

The role of Training Co-ordinator & Administrator can be a varied and challenging role to deliver successfully, never the less it plays a vital part in ensuring any training actually reduces the performance gap.

This highly interactive programme includes:

- Influencing techniques.
- Training needs analysis
- Design and delivery of training
- Learning styles
- Evaluation and validation methodologies.

By applying these new skills and knowledge acquired over the course of the week on returning to work, you will notice an immediate impact, enabling you to experience improvements and greater efficiencies on a day to day basis.

WHO SHOULD ATTEND?

- Training Administrators, who are in regular contact with individuals or line managers involved in performance improvement
- Personnel whose main responsibility is the co-ordination or administration of training needs, organising training events, selecting programmes or engaging external consultants
- 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 experience new approaches for Training Coordinators and Administrators

PROGRAMME OBJECTIVES

- Analyse 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 & Administrators role
- Apply a new analysis model for individual performance issues
- Explore the various approaches in the training cycle
- Review Talent management and succession planning methodologies
- Consider action planning for your return to work including training requirements

TRAINING METHODOLOGY

The programme will be delivered using an interactive style, using group discussions, and programme material, encouraging active participation, exercises, real life case studies and questionnaires. There will also be the opportunity to discuss individual issues on a one to one basis with the Programme Leader.

PROGRAMME SUMMARY

The programme is designed to provide the essential skills, knowledge and attributes including topics such as training needs analysis, delivery techniques, validation and evaluation methodologies to help create competent Training Coordinators & Administrators.

In the second part of the week the programme provides the delegates with the tools/ techniques to construct complex training solutions using a flexible approach including analysing the benefits to the organisation.