1. Course Details:

Course Code : HRTM-006
Course Title : Preparing & Qualifying Training Coordinators & Supervisors
Course Duration : 5 Days

2. Course Overview:

- Preparing and Developing Training Specialist and Coordinators training course is designed specifically to recognize the vital role of those working in the area of training and development. It is suited for anyone who trains or develops others or who is involved in development and talent management. Training course specifically will give you detailed knowledge on the training cycle and explain how to prove to top management that training is a great investment.

3. Learning Outcomes:

- Discuss the limitations and advantages of a competency-based approach to training
- Describe the training cycle and its application in the modern training and development department
- Differentiate between training, learning and talent management
- Calculate a training cost benefit and/or a training return on all training investment
- Defend training decisions based on cost-benefit analysis
- Design a course outline utilizing Blooms taxonomy for educational objectives
- Financially evaluate all training

4. Course Contents:

The Role and Function of Today's Training Departments:

- Introduction and Program Objectives
- Why do we need to Train anyone?
- The Role of Training and Activities Covered
- Roles in Training
- The Training Cycle (Analysis, Design, Develop, Conduct, Evaluate)
- The Conscious Competence Model
- Assessing Your Own Learning Style

Training Needs Analysis and Competency Based Training:

- What is Training Needs Analysis?

- Identifying and Meeting Learning Needs
- How TNA Techniques helped?
- How to Priorities Training needs?
- Brief Overview of DIF Analysis
- Competency Based Training - The Debate: How to do semi - automated TNA on all competence training
- How Competencies are Constructed?

Learning Objectives & Testing:

- Understanding Learning Objectives
- Learning Strategies
- Writing Objectives
- The Role of Testing in Training
- Key Properties that Psychometric Tests Should Have
- Personality Questionnaires and their Limitations
- Aptitude and Ability Tests

Training Evaluation - Completing the Cycle:

- What is Training Evaluation?
- Measurement - How to financially evaluate all training using the new approach
- Reaction Evaluation - end of course reviews
- The Performance Grid
- Showing the Benefit of Evaluated Training – formula to use
- Calculating a Cost-benefit
- Return-On-Investment

Talent Management & Essential Training Administration Issues:

- Talent Management - explored
- Succession Planning, Mentoring & Coaching
- Managing the Training Function
- Training Records and Administration
- External andInternal Training Decisions
- Training Room Set-up
- Personal Action Planning

5. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

6. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

7. Who Should Attend?

- Training Personnel who need to update their skills
- New and Existing Training Coordinators
- Human Resource Professionals and HR Business Partners
- New and Existing Training Specialists
- Those involved in Training or HR Administration
- Talent Managers
- Supervisors or Technical Staff