Introduction

An effective **Training Administrator** is critical in managing the administrative processes that support training and employee development. They enhance and maintain information systems that empower the HR department to operate proactively, showcasing the foundational skills vital for HR professionals.

This **Essential Skills for HR Training Administrators Course** equips participants with the tools and expertise required to excel as HR training administrators. Covering areas like benefits administration, HR administrator training, and general administrative functions, the program prepares individuals to optimize training operations and employee development within their organizations.

Targeted Groups

This course is ideal for:

- Training personnel.
- Training coordinators.
- HR staff.

Course Objectives

By the end of this program, participants will:

- Understand the operational aspects of training departments comprehensively.
- Stay updated with innovations and best practices that add value to training functions.
- Gain confidence through a deep understanding of training processes and methodologies.
- Acquire foundational HR skills to competently support the planning and execution of training events.

Targeted Competencies

Participants will enhance skills in:

- Working with people.
- Presenting and communicating effectively.
- Applying expertise and technology.
- Following instructions and procedures accurately.
- Planning and organizing efficiently.

- Formulating concepts and strategies.
- Self-management and personal effectiveness.

Course Content

Unit 1: The Successful Training Administrator

- Defining roles, required skills, and qualities for HR and training administrators.
- Enhancing support for managers by understanding their needs.
- Aligning training policies with organizational strategic goals.
- Staying current with evolving training topics and methodologies.

Unit 2: Establishing Training Needs

- Identifying training requirements at individual, departmental, and organizational levels.
- Structuring and administering essential skills training programs.
- Understanding the training cycle and its support systems.
- Catering to diverse learning styles in training provisions.

Unit 3: Training Records and Information

- Effective record-keeping, system maintenance, and library management.
- Evaluating training software for administrative assistants.
- Understanding data protection requirements in training administration.

Unit 4: Organization and Administration

- Developing efficient routines and administrative systems for training functions.
- Streamlining processes and using systematic checklists.
- Proper storage and administration of training materials and information resources.

Unit 5: Managing Training Events and Dealing with Suppliers

- Identifying training needs and sourcing appropriate solutions.
- Negotiating favorable agreements and promoting training initiatives.
- Coordinating logistics, including travel and accommodation.
- Creating training room checklists and managing pre/post-course documentation.
- Designing joining instructions, course handouts, and training evaluation materials.
- Managing partnerships with external training providers.

Unit 6: Effective Face-to-Face Communication

- Differentiating assertive, aggressive, and passive communication styles.
- Handling challenging interactions and unreliable stakeholders.
- Building and maintaining professional relationships.

- Extracting cooperation and information from diverse sources.
- Enhancing listening and questioning skills for effective communication.

Unit 7: Personal Effectiveness and Time Management

- Planning, prioritizing, and organizing workflows effectively.
- Identifying and addressing common time-wasters.
- Building trust to inspire confidence in your capabilities.
- Meeting and exceeding internal customer expectations.

By the end of this **Essential Skills for HR Training Administrators Course**, participants will be equipped to manage training functions effectively, foster professional relationships, and drive employee development through proficient HR administrative practices.