Introduction

Training departments are integral to organizations, driving employee development to meet both current and future business needs. The role of a **Training and Development Manager** is crucial in shaping an organization's workforce capabilities through effective training programs. This course offers participants the tools and knowledge necessary to thrive in this vital role.

As a **Training and Development Manager**, you will be tasked with strategic planning, implementing training initiatives, and evaluating their effectiveness. This course will prepare you to handle the complexities of managing training functions and aligning them with organizational goals.

What Is a Training and Development Manager?

A **Training and Development Manager** oversees efforts to enhance employees' skills, ensuring they meet organizational needs. The role involves strategic planning, budget management, policy development, and evaluating training effectiveness to drive workforce performance.

In this course, you will gain the skills required to lead training functions, implement impactful training programs, and assess their success in aligning with business objectives.

Targeted Groups

This course is designed for:

- Training Managers.
- Training Specialists and Team Leaders.
- Training Professionals.
- Line Managers aspiring to become Training and Development Managers.

Course Objectives

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

- Define key roles and responsibilities within training departments.
- Develop mission statements with key result areas and performance indicators for training departments.
- Create a training strategy encompassing policies, procedures, and plans.
- Illustrate the steps for formulating and administering training budgets.
- Utilize methods for assessing the effectiveness of training functions.
- Conduct cost-benefit analyses for training activities and demonstrate

their benefits.

Targeted Competencies

Upon completion, participants will gain competencies in:

- Leading and supervising training teams.
- Building relationships and networking within organizations.
- Persuading and influencing key stakeholders.
- Presenting and communicating effectively.
- Analytical thinking and problem-solving.
- Developing and executing strategic plans.
- Organizing and achieving training goals and objectives.

Course Content

Unit 1: Managing Training and Development

- Defining the role of management in training and development.
- Key management functions for Training and Development Managers.
- Conducting personal assessments and creating development plans.
- Understanding the role of the training department in an organization.
- Performing PEST and SWOT analyses for training strategies.
- Developing a mission statement for the training department.
- Identifying key result areas and key performance indicators (KPIs).
- Marketing the training function within the organization.
- Exploring the structure of a training department.

Unit 2: Mapping Training Policies, Procedures, and Plans

- Importance and creation of training policies.
- Drafting training policies and outlining key components of a training plan.
- Partnering with training providers for effective program delivery.

Unit 3: Establishing a Training Budget

- Understanding budget responsibilities and types.
- Measurement and metrics for budget data.
- Eight essential steps to create a training budget.
- Defending your budget to stakeholders.
- Reviewing examples of training budgets.

Unit 4: Evaluating the Training Function

- Importance of evaluating training programs.
- Key performance indicators (KPIs) for training evaluation.
- Monitoring and reporting on training outcomes.

- Measuring employee satisfaction and training effectiveness.
- Designing training satisfaction surveys and evaluating behavior transfer.
- Conducting cost-benefit analyses and reporting on return on investment (ROI).

Unit 5: Implementing a Learning Management System (LMS)

- Understanding the role and importance of LMS in training management.
- Exploring different types and technologies of LMS.
- Defining business requirements and the LMS selection process.
- Comparing LMS options and choosing the best fit for your organization.

Becoming a Certified Training and Development Manager

Earning certification as a **Certified Training and Development Manager** validates your expertise and skills in managing training programs within an HR framework. This certification will enhance your professional growth and equip you to manage essential training and development roles effectively, ensuring that training functions align with organizational goals and deliver measurable results.

This course is a key step toward gaining the skills and recognition necessary to excel in training and development management.