Course Introduction

The **Managing the Training Function Course** is expertly designed to equip training managers with the tools, skills, and strategic acumen needed to elevate their training functions to a world-class standard.

This program delves into advanced management techniques and highlights the pivotal role of **human resource management** in organizational success. By participating, individuals will gain a clear understanding of the roles and responsibilities that define successful training managers and learn actionable strategies to master this vital position.

The modern business environment demands that training functions produce measurable results. This course emphasizes marketing, managing, and demonstrating the impact of training on organizational performance. It empowers training managers to adapt to new challenges and embrace leadership skills aligned with the evolving requirements of world-class companies.

Targeted Groups

This course is designed for:

- Training managers.
- Training specialists.
- Training consultants.
- HR professionals.

The Role of the Successful Training Manager

Participants will explore the multifaceted role of training managers, focusing on the strategies and skills necessary for success. Through real-world case studies and interactive scenarios, attendees will learn to transform conventional training functions into dynamic departments that drive organizational productivity and effectiveness.

Course Objectives

By the end of this **Professional Training Manager Course**, participants will be able to:

- Master advanced techniques for managing modern training functions.
- Define the evolving role of training and implement effective marketing strategies.
- Redesign training functions to create impactful and efficient departments.

- Utilize budgets and training software for **Training Needs Analysis (TNA)** and financial control.
- Demonstrate **Return on Investment (ROI)** and added value from training initiatives.
- Develop and execute effective training strategies.
- Implement the “Training Consultant” approach to address business challenges.
- Evaluate training programs and effectively communicate their value to stakeholders.

Targeted Competencies

Participants will enhance competencies in:

- Leadership and supervision.
- Relationship building and networking.
- Persuasion and influence.
- Communication and presentation.
- Consultancy and advisory skills.
- Analytical and strategic thinking.
- Planning and organizational skills.
- Achieving measurable goals and objectives.

Course Content

Unit 1: The New Shape and Design of Training Functions

- Understanding the need for change in training functions.
- Designing efficient and effective training departments.
- Calculating optimal staffing requirements.
- Aligning training activities with organizational strategy.
- Exploring the six critical leadership skills for training managers.

Unit 2: Managing Data, Finances, and Figures for Training Efficiency

- Streamlining training data management.
- Calculating unit costs and simplifying financial planning.
- Developing a training plan using TNA.
- Utilizing new software for efficient TNA processes.
- Budget compilation techniques for quick and accurate results.
- Prioritizing training under challenging circumstances.

Unit 3: Training Evaluation

- Defining and measuring added value from training.
- Establishing effective evaluation processes.
- Improving productivity through data-driven insights.

- Real-world examples of successful training evaluation.
- Practical steps to implement evaluation processes.

Unit 4: The Training Manager as an Internal Consultant/Advisor

- Understanding the role and impact of internal consultants.
- Identifying areas where consultancy adds value.
- Self-assessment of skills and behaviors against key consultancy areas.
- Developing consulting skills to provide business solutions.
- Integrating consultancy approaches with TNA and ROI metrics.

Unit 5: Techniques That Make a Big Difference

- Marketing the training function to stakeholders.
- Delivering impactful results for senior management.
- Maximizing the value of external training providers.
- Writing and implementing clear learning outcome objectives.
- Sourcing and optimizing training materials.
- Establishing internal success metrics.
- Celebrating and capitalizing on training successes.
- Staying updated on training innovations and resources.

By completing this course, participants will be well-equipped to lead training functions that align with organizational goals, demonstrate measurable impact, and contribute to sustained business success.