Introduction

The **Training Coordinator's Course** equips participants with the skills and tools to ensure that training activities effectively address organizational performance gaps and needs. This comprehensive program provides actionable techniques for managing training programs and aligning them with business objectives.

By exploring the nuances of training coordination and facilitation, participants will develop into corporate training specialists capable of assessing and implementing initiatives that drive growth and competency enhancement across the organization.

Targeted Groups

This course is ideal for:

- Training professionals.
- Training coordinators.
- Training specialists.
- HR professionals.
- Training managers.

Course Objectives

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

- Analyze the contribution of training and development to business performance.
- Reposition training initiatives by adopting a results-driven approach.
- Examine and enhance training administration systems and techniques.
- Develop a comprehensive profile for the role of Training Coordinator.
- Apply a four-quadrant analysis model to address individual performance issues.
- Master the 10 steps of the training cycle.
- Create action plans for applying new skills upon returning to work.
- Influence management to support the implementation of new skills.
- Understand and apply techniques for training needs analysis, design, validation, and evaluation.

Targeted Competencies

Participants will enhance their competencies in:

- Collaboration and teamwork.

- Effective communication and presentation.
- Utilizing expertise and technology in training.
- Following instructions and procedures.
- Planning, organizing, and managing resources.
- Developing strategic concepts and formulating plans.

Course Content

Unit 1: Designing Training and Development to Support Business Needs

- The nature and impact of organizational change.
- Strategically positioning training and development for success.
- Aligning training activities with organizational goals.
- Case studies on the relationship between training programs and business success.

Unit 2: Clarifying and Developing the Role of a Training Coordinator

- Identifying essential skills and attributes for effective training coordination.
- Understanding the learning process and its role in decision-making for training.
- Catering to diverse individual learning styles.
- Planning resources for medium- and long-term training needs.
- Managing change effectively and addressing personal development requirements.

Unit 3: Training Needs Analysis – Balancing Corporate and Individual Needs

- Exploring the connection between training programs and company performance.
- Conducting corporate-level training needs analysis.
- Assessing departmental and sectional training needs.
- Developing team strategies and training development plans (TDP).
- Creating personal development plans and implementing talent management strategies.

Unit 4: Validation and Evaluation Techniques

- Structuring and delivering impactful training programs.
- Leveraging the 10-step training model for maximum effectiveness.
- Employing validation methodologies and techniques.
- Designing and implementing evaluation surveys to measure learning outcomes.
- Presenting evaluation results effectively and integrating findings into practice.

Unit 5: Budgets and Back-to-Work Planning

- Understanding the process of training and development budget planning.
- Developing individual action plans for implementing training applications.
- Setting priorities for post-training application to achieve measurable results.

This course enables participants to confidently manage training activities, ensuring alignment with organizational goals and delivering measurable outcomes that contribute to business success.