Introduction

The **HR Training Specialist and Coordinator Excellence Program** is designed to provide comprehensive insight into the key elements of training and development within an organization. This program is ideal for individuals involved in training who seek to deepen their understanding of the training cycle, optimize their approach to sourcing external and internal training, and maximize the value of training efforts.

Participants will gain essential skills in facilitation, needs analysis, program design, and coordination, which are crucial for fostering workforce development and contributing to organizational success. This **HR Learning and Development Course** is specifically tailored for specialists aiming to enhance their professional abilities in training management and coordination.

Targeted Groups

This program is suited for:

- Training personnel.
- HR personnel.
- Training coordinators.
- Training administrators.
- Individuals aspiring to engage in the training department process.

Course Objectives

By completing this program, participants will:

- Write effective learning objectives and detailed specifications for internal and external training purposes.
- Learn to prioritize training initiatives and communicate their importance convincingly.
- Identify competency gaps and measure results from competency-based training programs.
- Source and assess external suppliers to ensure value and quality in training delivery.
- Understand the roles and responsibilities of the four critical positions in training and explain them to others.
- Demonstrate how training adds value with practical examples from both public and private sectors.
- Develop professional communication and mastery of training terminology.

Targeted Competencies

Participants will develop competencies in:

- Mastering the updated training cycle.
- Specifying training requirements for external providers.
- Managing training demands and prioritizing effectively.
- Implementing training systems and understanding available software solutions.

Course Content

Unit 1: How People Learn and What Interferes with the Learning Process

- Understanding how adults learn and the motivators behind learning.
- Identifying and accommodating different learning styles.
- The role of personality in the learning process.
- Challenges and barriers to learning, including medical impediments.
- Enhancing memory and retention using the latest research findings.

Unit 2: The Role and Function of Today’s Training Departments

- Defining the purpose and scope of training departments.
- Key roles and responsibilities within training teams.
- Mapping new training activities and clarifying responsibilities.
- Evaluating whether training should operate as a profit center and demonstrating its value.
- Exploring training’s role in succession planning and emergency procedures.

Unit 3: The Two Principal Training Requirements – Competency and Performance

- History and construction of competencies.
- Integrating competencies into training programs and measuring their outcomes.
- Understanding performance and its role in training design.
- Types of performance-based training and their evaluation.

Unit 4: The Training Cycle

- Simplifying training identification and needs analysis processes.
- Conducting effective Training Needs Analysis (TNA) discussions.
- Accurately costing and budgeting for training programs.
- Keeping comprehensive training records and exploring modern software tools.
- Prioritizing training initiatives and measuring their organizational value.

Unit 5: Getting the Best from Internal and External Training Providers

- Understanding and writing learning objectives.
- Creating competency-based and performance-based learning objectives.
- Measuring and evaluating the success of learning objectives.
- Exploring rewards for high-level training outcomes.
- Using professional evaluation tools to assess training effectiveness.

This program empowers HR training specialists and coordinators to build impactful training strategies, effectively manage training resources, and align initiatives with organizational goals. Participants will leave with the skills, tools, and confidence needed to excel in their roles and contribute significantly to workforce development.