

TRAINING MANAGEMENT

DURATION

2 days

OVERVIEW

Training is the best job one can ever have. That's because the training profession is one that touches almost everyone every day. Whether you're taking a foreign language lesson, finding out how to use new computer software, trying out a new machine, mastering a managerial function, or being coached by your boss, you're experiencing training. Your trainer doesn't need to be in the same room or on the same schedule. What other job affords you the opportunity to increase an organization's bottom line, improve your country's productivity level, and enhance individuals' lives, all at the same time? It is truly a privilege to be a trainer, yet it's also a responsibility to be in charge of managing the training process. From assessing the needs of training to evaluating the effectiveness of the training intervention, there is a lot to be managed and many points at which an experienced training manager can do for the success of the organization.

A subsidiary of:



www.Bbusinesss.com

TollFree
+971800 **Bb World**
2296753

HUMAN RESOURCES

KEY MODULES

1. TRAINING AS A FUNCTION:
2. THE GAP
3. TRAINING NEEDS ANALYSIS.
4. DESIGNING EFFECTIVE TRAINING
5. PLANNING FOR THE TRAINING
6. IT NEEDS MONEY TO TRAIN: (MANAGING TRAINING BUDGETS)
7. NOW, HOW TO TRAIN?:
8. SELECTING THE RIGHT IN- HOUSE TRAINER
9. TIME TO TRAIN:
10. ON-THE-JOB TRAINING
11. CHOOSING AND MANAGING TRAINING PROVIDERS/ CONSULTANTS
12. EVALUATING THE TRAINING

LEARNING OUTCOMES

- Translate the organization's strategic objectives into training department objectives.
- Write a mission statement for the training function.
- Establish policies to focus training activities and guide decision-making.
- Create strategic and operational training plans.
- Develop a strategic training budget to support organizational objectives.
- Manage the needs analysis process.
- Select the most appropriate training strategies.
- Calculate the costs and benefits of training programs.
- Manage the design of training programs.
- Deal with instructional design challenges.
- Prioritize course content to meet tight deadlines.
- Manage the delivery of training programs.
- Coach trainers to higher levels of performance.
- Manage the course evaluation process.
- Staff a highly effective training team.
- Assess the core competencies of your staff.
- Apply a competency-based hiring approach.
- Select the best vendors and consultants