



Managing and Coordinating Training Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-08-25

End Date: 2026-08-29

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: HRMC

Course Code: HRMC-30

Syllabus

Course Syllabus

Introduction

Training and development managers, officers and coordinators involved in the needs analysis process, organizing training program and evaluating the results of training.

Objectives

- Describe how business strategy influences training.
- Identify some critical training concepts including principles of adult learning and learning styles.
- Identify different methods of needs assessment and the advantages and disadvantages of each.
- Write effective learning objectives.
- List the characteristics of an effective trainer and identify some of the problems and solutions of training delivery.
- Create a work environment that facilitates transfer of training.

Strategic Training and Development

- The Strategic Training and Development Process
- Roles of Employees and Managers
- Top Management Support
- Aligning Training to Strategy

Some Critical Training Concepts

- Principles of Adult Learning
- Learning Styles
- The Experiential Approach to Training

The Training Needs Assessment Process (TNA)

- Why Do a Needs Assessment?
- Who Should Participate in Needs Assessment?
- Methods Used in Needs Assessment
- Advantages and Disadvantages of TNA Methods
- The Needs Assessment Process

Designing the Training Program

- The Basics of Training Design: Gagné's Principles
- Training Design Activities
- Purposes of Training Objectives
- Writing Training Objectives
- Developing Course Material

To Buy or to Design

- The Purchase-or-Design Decision

Delivering the Training Program

- The Training Session Plan
- Training Delivery Activities
- The Trainer, Train-The-Trainer and Trainees
- The Training Site
- Seating Arrangement
- Scheduling and Administering the Training
- Training Delivery: Problems and Solutions

Transfer of Training

Evaluating Training

- Why Conduct Training Evaluations?
- Models of Training Evaluation
 - Kirkpatrickâ€™s Four Levels of Evaluation
 - Phillipsâ€™ ROI Process Model