€ TRAINING

Certified Training Administrator

18 - 22 November 2024
Rome (Italy)

Certified Training Administrator

REF: H199 DATE: 18 - 22 November 2024 Venue: Rome (Italy) - Fee: 5940 Euro

Introduction:

This program is designed to prepare participants for the certification exam only.

This training program delves into the essential skills and knowledge required for effective training administration, covering all aspects from planning to execution. It empowers participants to manage and coordinate training activities efficiently, ensuring that training initiatives align with organizational goals.

Program Objectives:

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

- Understand the role and responsibilities of a training administrator.

- Plan and coordinate training activities effectively.

- Manage training resources and schedules.

- Implement and oversee training programs and processes.

- Evaluate training administration practices for continuous improvement.

- Prepare for the certification exam.

Targeted Audience:

- Training Administrators.

- HR Managers.

- Training Coordinators.

- Learning and Development Professionals.

- Organizational Development Specialists.

Program Outline:

Unit 1:

Introduction to Training Administration:

- Defining the role and responsibilities of a training administrator.

- Key skills and competencies required.

- Overview of training administration processes.

- Developing a training administration strategy.

- Case studies on effective training administration.

Unit 2:

Planning and Coordinating Training Activities:

- Identifying training needs and objectives.

- Creating training schedules and plans.

- Coordinating with trainers and stakeholders.

- Managing training resources and logistics.

- Tools and techniques for effective planning.

Unit 3:

Implementing Training Programs:

- Setting up training sessions and events.

- Monitoring training delivery and participant engagement.

- Handling logistical and administrative issues.

- Ensuring quality and consistency in training.

- Collecting feedback and making adjustments.

Unit 4:

Managing Training Resources and Schedules:

- Budgeting and financial management for training programs.

- Allocating resources effectively.

- Using technology to manage training schedules and resources.

- Handling conflicts and changes in training plans.

- Evaluating resource utilization.

Unit 5:

Evaluating and Improving Training Administration Practices:

- Key metrics for evaluating training administration effectiveness.

- Gathering and analyzing feedback from training participants.

- Identifying areas for improvement.

- Implementing changes based on evaluation results.

- Building a culture of continuous improvement in training administration.

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