

€ TRAINING

Conference on Certified Training Coordinator
CTM



28 July - 1 August 2024
Dubai (UAE)



Conference on Certified Training Coordinator CTM

REF: C2117 DATE: 28 July - 1 August 2024 Venue: Dubai (UAE) - Fee: 5310 Euro

Introduction:

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

This conference is designed to equip participants with the essential skills and knowledge required to effectively coordinate training programs within organizations. It empowers participants to manage training logistics, develop training schedules, and support trainers and trainees, all while preparing them for the Certified Training Coordinator CTM certification.

Program Objectives:

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

- Understand the roles and responsibilities of a Training Coordinator.
- Develop and manage training schedules and logistics.
- Support trainers and trainees to ensure smooth training sessions.
- Implement best practices for training program coordination.
- Prepare for the Certified Training Coordinator CTM exam.

Target Audience:

- Training Coordinators.
- HR Professionals.
- Learning and Development Specialists.
- Administrative Officers in charge of training programs.
- Professionals seeking CTM certification.

Conference Outline:

Unit 1:

Introduction to the Role of a Training Coordinator:

- Overview of the Certified Training Coordinator CTM role.

- Key responsibilities in managing training logistics.
- Understanding the training lifecycle: planning, implementation, and evaluation.
- Coordination between trainers, trainees, and management.
- Importance of effective communication in training coordination.

Unit 2:

Managing Training Logistics and Schedules:

- Developing and maintaining training schedules.
- Organizing training venues, materials, and resources.
- Coordinating with trainers and external vendors.
- Handling participant registrations and attendance tracking.

Unit 3:

Supporting Trainers and Trainees:

- Providing administrative and logistical support to trainers.
- Ensuring trainees receive necessary information and resources.
- Managing feedback from trainers and trainees for continuous improvement.
- Troubleshooting common issues during training sessions.
- Building rapport with trainers and fostering a positive learning environment.

Unit 4:

Best Practices for Training Program Coordination:

- Implementing effective coordination strategies.
- Monitoring and reporting on training program performance.
- Evaluating training outcomes and feedback mechanisms.
- Ensuring compliance with training standards and regulations.
- Case study: Best practices in coordinating large-scale training programs.



Unit 5:

CTM Certification Exam Preparation:

- Detailed overview of the CTM certification exam.
- Study techniques and tips for exam preparation.
- Key topics and concepts covered in the CTM certification syllabus.
- Sample exam questions and their potential answers.
- Resources and materials for further study.

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