€TRAINING

Certified Training Coordinator

20 - 24 January 2025
Kuala Lumpur (Malaysia)

REF: H242 DATE: 20 - 24 January 2025 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

Introduction:

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

This training program delves into advanced strategies and contemporary approaches in training coordination, enabling professionals to stay ahead in a dynamic environment. It empowers participants to implement effective training practices and drive organizational success.

Program Objectives:

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

- Develop and implement comprehensive training programs.

- Coordinate training activities and manage logistics effectively.

- Utilize best practices for training needs analysis and evaluation.

- Enhance communication and collaboration within training teams.

- Apply innovative training techniques and tools.

- Prepare for the ertification exam.

Targeted Audience:

- Training Coordinators.

- HR Professionals.

- Learning and Development Specialists.

- Corporate Trainers.

- Training Managers.

Program Outline:

Unit 1:

Foundations of Training Coordination:

- Understanding the role of a training coordinator.

- Key responsibilities and skills required.

- Designing training programs aligned with organizational goals.

- Establishing training objectives and outcomes.

- Managing training budgets and resources.

Unit 2:

Training Needs Analysis and Program Design:

- Conducting training needs assessments.

- Identifying skills gaps and training requirements.

- Designing effective training programs and curricula.

- Selecting appropriate training methods and materials.

- Integrating technology in training design.

Unit 3:

Coordination and Logistics Management:

- Planning and scheduling training sessions.

- Coordinating with trainers, participants, and stakeholders.

- Managing training venues, equipment, and materials.

- Ensuring smooth execution of training programs.

- Troubleshooting and resolving logistical issues.

Unit 4:

Evaluation and Continuous Improvement:

- Techniques for evaluating training effectiveness.

- Collecting and analyzing feedback from participants.

- Measuring training outcomes and ROI.

- Implementing improvements based on evaluation results.

- Maintaining training records and documentation.

Unit 5:

Advanced Training Techniques and Tools:

- Innovative training techniques and methodologies.

- Leveraging e-learning and digital platforms.

- Enhancing participant engagement and interaction.

- Utilizing training management software and tools.

- Keeping up-to-date with trends in training and development.

- Prepare for the ertification exam.

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