

€ TRAINING

Managing and Coordinating Training
Proactively



13 - 24 January 2025
Singapore



Managing and Coordinating Training Proactively

REF: H230 DATE: 13 - 24 January 2025 Venue: Singapore - Fee: 9490 Euro

Introduction:

This training program delves into advanced strategies and contemporary approaches to managing and coordinating training activities, enabling professionals to proactively address organizational training needs. It empowers participants to implement effective training coordination practices and drive organizational success.

Program Objectives:

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

- Develop proactive training management strategies.
- Coordinate training programs effectively across various departments.
- Identify and address training needs within an organization.
- Enhance training delivery through effective planning and execution.
- Monitor and evaluate the impact of training programs.

Targeted Audience:

- Training Managers.
- HR Managers.
- Learning and Development Specialists.
- Training Coordinators.
- Organizational Development Professionals.

Program Outline:

Unit 1:

Understanding Organizational Training Needs:

- Identifying and assessing training needs.
- Aligning training with organizational goals.
- Techniques for conducting training needs analysis.

- Prioritizing training initiatives.
- Understanding the impact of training on organizational performance.

Unit 2:

Proactive Training Management Strategies:

- Developing a strategic training plan.
- Integrating training into business processes.
- Forecasting and budgeting for training needs.
- Creating a training calendar.
- Addressing challenges in training management.

Unit 3:

Effective Training Coordination:

- Coordinating cross-departmental training programs.
- Managing training logistics and resources.
- Working with internal and external trainers.
- Scheduling and organizing training sessions.
- Ensuring smooth communication and collaboration between stakeholders.

Unit 4:

Enhancing Training Delivery:

- Techniques for effective training delivery.
- Leveraging technology in training programs.
- Blended learning approaches.
- Engaging participants in training sessions.
- Adapting training methods to diverse learning styles.

Unit 5:

Monitoring and Evaluating Training Programs:

- Setting up evaluation criteria and methods.
- Measuring training effectiveness.
- Gathering and analyzing feedback from participants.
- Using evaluation results to improve future training programs.
- Reporting training outcomes to stakeholders.

Unit 6:

Continuous Improvement in Training Coordination:

- Implementing a continuous improvement process.
- Identifying areas for enhancement in training coordination.
- Incorporating feedback into training plans.
- Staying updated with trends in training management.
- Benchmarking best practices in the industry.

Unit 7:

Training Program Customization:

- Tailoring training content to specific organizational needs.
- Adapting programs for different levels of employees.
- Developing customized training materials.
- Balancing standardized and customized training.
- Evaluating the effectiveness of customized training programs.

Unit 8:

Managing Training Budgets and Resources:

- Allocating resources efficiently.
- Cost-saving strategies in training management.
- Managing external training vendors and contracts.

- Justifying training budgets to upper management.
- Ensuring a return on investment in training.

Unit 9:

Leadership in Training Coordination:

- Leading and motivating the training team.
- Developing leadership skills in training coordinators.
- Building strong relationships with stakeholders.
- Navigating organizational politics in training coordination.
- Driving change through training initiatives.

Unit 10:

Future Trends in Training Management:

- Exploring emerging trends in training and development.
- The role of artificial intelligence and automation in training.
- Adapting to the future of work through training.
- Preparing for future challenges in training coordination.
- Embracing innovation in training management.