

€ TRAINING

CTM Certified Training Manager



6 - 10 January 2025
Kuala Lumpur (Malaysia)



CTM Certified Training Manager

REF: H2253 DATE: 6 - 10 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 management, 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.
- Utilize best practices for adult learning and instructional design.
- Measure and evaluate training effectiveness.
- Manage training budgets and resources efficiently.
- Foster a culture of continuous learning and development.
- Prepare for the CTM exam.

Targeted Audience:

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

Program Outline:

Unit 1:

Designing Effective Training Programs:

- Identifying training needs and objectives.

- Creating engaging and impactful training content.
- Aligning training programs with organizational goals.
- Using technology and e-learning tools.
- Developing training materials and resources.

Unit 2:

Adult Learning Principles and Instructional Design:

- Understanding adult learning theories.
- Applying instructional design models.
- Creating learner-centered training experiences.
- Facilitating interactive and participative sessions.
- Assessing learning styles and adapting training methods.

Unit 3:

Measuring and Evaluating Training Effectiveness:

- Setting measurable training outcomes.
- Using assessment tools and techniques.
- Analyzing training feedback and performance data.
- Implementing continuous improvement strategies.
- Reporting training results to stakeholders.

Unit 4:

Managing Training Budgets and Resources:

- Planning and allocating training budgets.
- Optimizing use of training resources.
- Cost-effective training solutions.
- Negotiating with training providers.
- Tracking and controlling training expenses.



Unit 5:

Fostering a Culture of Continuous Learning:

- Encouraging employee participation in training.
- Developing a learning and development strategy.
- Supporting career development through training.
- Creating mentorship and coaching programs.
- Promoting knowledge sharing and collaboration.

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