€TRAINING

Conference on Essential Skills for Effective Training Administration

21 - 25 July 2025
London (UK)

Conference on Essential Skills for Effective Training Administration

REF: C546 DATE: 21 - 25 July 2025 Venue: London (UK) - Fee: 5850 Euro

Introduction:

This conference is tailored to equip training administrators with the core skills necessary to manage training programs effectively. Participants will gain insights into planning, organizing, and evaluating training sessions, as well as managing resources, communication, and logistics to ensure a smooth and successful training process.

Conference Objectives:

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

- Develop and manage comprehensive training plans that align with organizational goals.

- Organize and coordinate training logistics and resources effectively.

- Implement tools and systems to track and report on training progress and outcomes.

- Manage communication with trainers, trainees, and stakeholders to ensure alignment and success.

- Evaluate training programs for continuous improvement and effectiveness.

Target Audience:

- Training Administrators.

- HR and Learning & Development Professionals.

- Training Coordinators and Program Managers.

- Corporate Trainers.

- Professionals responsible for managing training logistics.

Program Outline:

Unit 1:

Planning and Organizing Training Programs:

- Understanding the training needs analysis process to identify key learning objectives.

- Developing training schedules and timelines to ensure program efficiency.

- Allocating resources and managing budgets for training initiatives.

- Coordinating with internal and external trainers to ensure content relevance.

- Setting up systems to manage participant registration and attendance.

Unit 2:

Managing Training Logistics and Resources:

- Organizing training venues, materials, and technology to support learning.

- Managing learning management systems LMS for online and blended training sessions.

- Ensuring the availability of tools and resources for both trainers and participants.

- Handling travel, accommodation, and logistical requirements for training participants.

- Best practices for virtual training logistics in a hybrid work environment.

Unit 3:

Communication and Stakeholder Engagement:

- Managing communication channels between trainers, participants, and stakeholders.

- Setting expectations and providing clear instructions before, during, and after training.

- Creating pre-training materials and post-training follow-ups for maximum engagement.

- Handling feedback and addressing participant queries and concerns.

- Engaging leadership to ensure buy-in and alignment with organizational goals.

Unit 4:

Monitoring and Reporting on Training Effectiveness:

- Implementing tracking systems to monitor training attendance and completion.

- Utilizing evaluation forms and feedback surveys to assess participant satisfaction.

- Reporting on training outcomes and KPIs to measure success.

- Identifying gaps in training delivery and implementing corrective actions.

- Case study: Best practices for monitoring and reporting on large-scale training programs.

Unit 5:

Continuous Improvement and Training Program Evaluation:

- Techniques for evaluating training effectiveness through participant performance metrics.

- Gathering feedback from trainers and participants for continuous improvement.

- Identifying opportunities for program enhancement and development.

- Adjusting training methods and materials based on evaluation data.

- Ensuring ongoing alignment between training programs and evolving organizational needs.