

€ TRAINING

Enhancing the Skills of Training Coordinators



24 - 28 November 2025
Nairobi (Kenya)



Enhancing the Skills of Training Coordinators

REF: H233 DATE: 24 - 28 November 2025 Venue: Nairobi (Kenya) - Fee: 5300 Euro

Introduction:

This training program focuses on developing the critical skills required for effective training coordination, from planning and execution to evaluation. It empowers participants to enhance their ability to manage training programs and support organizational development initiatives.

Program Objectives:

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

- Develop comprehensive training plans and strategies.
- Coordinate and execute training programs effectively.
- Utilize assessment tools to measure training effectiveness.
- Implement best practices for engaging and motivating learners.
- Address challenges and adapt training methods to meet diverse needs.

Targeted Audience:

- Training Coordinators.
- Learning and Development Specialists.
- HR Professionals involved in training.
- Training Managers.
- Educational Program Administrators.

Program Outline:

Unit 1:

Developing Training Plans and Strategies:

- Identifying training needs and objectives.
- Designing a structured training program.
- Creating effective training schedules and timelines.

- Aligning training with organizational goals.
- Resource planning and budget management.

Unit 2:

Executing Training Programs:

- Coordinating logistics and administrative tasks.
- Facilitating training sessions and workshops.
- Utilizing various training methods and technologies.
- Engaging participants and fostering interaction.
- Managing trainers and external vendors.

Unit 3:

Assessing Training Effectiveness:

- Implementing evaluation tools and techniques.
- Collecting and analyzing feedback from participants.
- Measuring training outcomes and ROI.
- Identifying areas for improvement and development.
- Reporting on training effectiveness to stakeholders.

Unit 4:

Engaging and Motivating Learners:

- Techniques for enhancing learner engagement.
- Addressing diverse learning styles and needs.
- Creating a positive and supportive learning environment.
- Motivating participants and encouraging active participation.
- Utilizing incentives and rewards to drive engagement.

Unit 5:



Adapting Training Methods and Overcoming Challenges:

- Identifying and addressing common training challenges.
- Adapting training methods to meet changing needs.
- Implementing solutions for various learning barriers.
- Staying current with trends and innovations in training.
- Enhancing personal and professional development as a training coordinator.