

# € TRAINING

Certified Professional in Training  
Management

A photograph of four smiling professionals in a meeting. A woman in a black top and beaded necklace is in the foreground, looking towards the camera. Behind her are three other people (two men and one woman) in white shirts, looking towards the right. The background is a bright, modern office setting. A large blue curved graphic element is overlaid on the top and right sides of the image.

24 - 28 March 2025  
Rome (Italy)



# Certified Professional in Training Management

REF: M2479 DATE: 24 - 28 March 2025 Venue: Rome (Italy) - Fee: 5940 Euro

## Introduction:

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

This program is designed for professionals at an intermediate level, focusing on enhancing their knowledge and skills in managing training functions within organizations. It enables them to refine their abilities in planning, delivering, and evaluating training programs, aligning with business objectives to improve overall organizational performance.

## Program Objectives:

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

- Develop training strategies aligned with organizational goals and needs.
- Design and deliver effective training programs using blended learning techniques.
- Manage training teams and resources and coordinate effectively with stakeholders.
- Evaluate training success through metrics, feedback, and ROI analysis.
- Prepare for the certification exam.

## Target Audience:

- Training Coordinators.
- HR Specialists.
- Team Leaders involved in training initiatives.
- Mid-level Managers.
- Learning & Development Specialists.

## Program Outline:

Unit 1:

### Developing Practical Training Strategies:

- Understanding organizational training needs.

- Setting clear training objectives and aligning them with company goals.
- Planning and structuring training programs.
- Managing training budgets and resources.
- Needs assessment and identifying training objectives.

## Unit 2:

### Designing and Delivering Training Programs:

- Principles of adult learning and effective instructional design.
- Blended learning approaches classroom, e-learning, on-the-job training.
- Designing training content and materials techniques.
- Techniques for engaging learners and ensuring knowledge retention.

## Unit 3:

### Managing Training Teams and Resources:

- Roles and responsibilities in a training management role.
- Coordinating trainers, facilities, and materials.
- Motivating and supporting training staff.
- Importance of managing relationships with internal and external stakeholders.
- Solving common challenges in training management.

## Unit 4:

### Measuring and Evaluating Training Effectiveness and ROI:

- Key metrics for assessing training success.
- Tools and techniques for gathering feedback and analyzing outcomes.
- Continuous improvement through training evaluation.
- Importance of communicating training outcomes to management.
- Best practices in evaluating and improving training programs.
- Calculating return on investment ROI for training programs.



## Unit 5:

### Certification Exam Preparation:

- Reviewing core training management concepts.
- Tips and strategies for the certification exam.
- Practice questions and mock exams.
- Guidance on the exam structure and requirements.
- Resources for further study and preparation.

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