

€ TRAINING

Preparing and Developing Training Specialist
and Coordinators

A photograph of four young professionals (two men and two women) sitting around a table in a meeting. They are all smiling and looking towards the camera. The woman in the foreground is wearing a black top and a multi-strand necklace. The others are wearing white shirts. The background is a blurred office setting.

14 - 18 April 2025
Munich (Germany)



Preparing and Developing Training Specialist and Coordinators

REF: H212 DATE: 14 - 18 April 2025 Venue: Munich (Germany) - Fee: 5300 Euro

Introduction:

This training program equips participants with the essential skills and knowledge required for the effective preparation and development of training specialists and coordinators. It empowers them to design, implement, and manage training programs that align with organizational objectives and enhance workforce capabilities.

Program Objectives:

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

- Understand the key roles and responsibilities of training specialists and coordinators.
- Develop effective training programs and strategies.
- Manage the logistics and administration of training sessions.
- Assess and improve training effectiveness.
- Align training initiatives with organizational goals.

Targeted Audience:

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

Program Outline:

Unit 1:

Roles and Responsibilities of Training Specialists and Coordinators:

- Overview of training roles within an organization.
- Key competencies for training specialists and coordinators.
- Understanding the training cycle.

- How to collaborate with stakeholders to identify training needs.
- Challenges and best practices in the training field.

Unit 2:

Designing Effective Training Programs:

- Steps for designing a training program.
- Aligning training objectives with business goals.
- Developing content that engages and educates.
- Selecting appropriate training methods and tools.
- Case studies on successful training program designs.

Unit 3:

Training Logistics and Administration:

- Managing the logistics of training sessions.
- Scheduling, budgeting, and resource allocation.
- How to coordinate with trainers, participants, and facilities.
- Utilizing technology to streamline training administration.
- Ensuring compliance with organizational policies and standards.

Unit 4:

Assessing and Improving Training Effectiveness:

- Techniques for evaluating training outcomes.
- Gathering and analyzing feedback from participants.
- Identifying areas for improvement in training programs.
- Continuous improvement in training delivery.
- Importance of reporting and communicating training results to stakeholders professionally.

Unit 5:



Aligning Training with Organizational Goals:

- The strategic importance of training in achieving business objectives.
- Integrating training initiatives with organizational development.
- Aligning training with performance management systems.
- Developing a culture of continuous learning.
- Measuring the impact of training on organizational success.