

Training Title

MANAGING AND COORDINATING TRAINING

Training Duration

5 days

Training Venue and Dates

REF ML071	MANAGING AND COORDINATING TRAINING	5	29 April- 3 May	\$4,250	Dubai, UAE
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In any of the 5 star hotel. The exact venue will be informed once finalized.

Training Fees

4,250 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING DESCRIPTION

Successful training events require a collaborative effort between training coordinators, trainers, participants and department managers. This course outlines training concepts and topics required to plan, organize, administer and implement such successful training events.

COURSE OBJECTIVES

By the end of the course, participants will be able to:

- List the benefits of training and development and reasons causing programs to fail
- Identify the main phases of the ISD model of training and development
- List and complete necessary tasks in coordinating training activities
- Evaluate training providers and prepare a training RFP
- Create a work environment that will facilitate transfer of training
- List and apply training best practices within organizations

TRAINING METHODOLOGY:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures**
- 30% Workshops & Work Presentations**
- 20% Case Studies & Practical Exercises**

20% Videos, Software & General Discussions

WHO SHOULD ATTEND

Training and development administrators, officers and business partners involved in coordinating training activities within the organization.

Target Competencies

- Deciding and initiating action
- Working with people
- Persuading and influencing
- Presenting and communicating

- Applying expertise and technology
- Following instructions and procedures
- Planning and organizing
- Achieving goals and objectives

COURSE OUTLINE

- The training and development process
 - Defining terms
 - Training
 - Development
 - Human resource development
 - Benefits of training and development
 - Training as an investment
 - Main reasons training programs fail
 - ISD model of training and development
 - Needs analysis
 - Training design and delivery
 - Training evaluation
- Coordinating training activities
 - Preparing a training tasks timeline
 - Training announcement templates
 - The training site
 - Seating arrangement
 - Opening training courses
 - Training logistics checklist

- Welcome message
- Monitoring course progress
- Closing training courses
 - Feedback forms
 - Post training action plans
 - Certificates
 - Closing speech and reminders
- To buy or to design
 - Off-the-shelf, customized or in-house development
 - Advantages of buying a training program
 - Advantages of designing a training program
 - Criteria to consider
 - The purchase-or-design decision
 - Next steps following a decision
 - An effective request for proposal (RFP)
 - Assessing and selecting training vendors
- Case Studies Discussions, Last Day Review & Assessments will be carried out.



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