

**Training Title**

**MANAGING AND COORDINATING**

**Training Duration**

**5 days**

**Training Venue and Dates**

REF ML072	Managing and Coordinating	5	19-23 April 2020	\$4,500	Dubai, UAE
--------------	---------------------------	---	------------------	---------	------------

In any of the 5 star hotel. The exact venue will be informed once finalized.

**Training Fees**

4,500US\$ 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.

**TRAINING 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**

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers.

*DMCT/OL/9/18(Rev3Dt:23/9/18)*

You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course. All presentations are made in excellent colorful power point. Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & 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

DMCT/OL/9/18(Rev3Dt:23/9/18)

- 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

**NOTE:**

**Pre & Post Tests will be conducted**

**Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.**

.....

DMCT/OL/9/18(Rev3Dt:23/9/18)