

TRAINING TITLE

MANAGING AND COORDINATING TRAINING

Training Duration

5 days

Training Venue and Dates

SS356	Managing and Coordinating Training	5	22-26 Dec 2025	\$5,500	DUBAI, UAE
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In any of the 4 or 5-star hotels. The exact venue will be informed later.

Training Fees

- \$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch

Training Certificate

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

TRAINING DESCRIPTION

This course is designed to provide participants with the essential skills and knowledge to effectively manage and coordinate training programs within an organization. It covers key concepts related to planning, delivering, and evaluating training programs, ensuring alignment with organizational goals and employee development needs. Participants will learn how to assess training needs, select appropriate learning methods, coordinate logistics, and measure the effectiveness of training initiatives. This course is ideal for HR professionals, training coordinators, and managers responsible for employee training and development.

TRAINING OBJECTIVES

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

- Understand the fundamentals of managing and coordinating effective training programs.
- Learn how to assess training needs and align training with organizational goals.
- Develop skills to plan, design, and implement training programs.
- Gain knowledge on various training methods and delivery techniques.
- Learn how to coordinate training logistics and resources effectively.
- Evaluate the success of training programs and measure their impact on employee performance.

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- Understand how to foster a continuous learning culture within the organization.

WHO SHOULD ATTEND?

- Training and development managers and coordinators.
- HR professionals responsible for employee training.
- Team leaders and managers who oversee employee development.
- Anyone involved in planning, implementing, or evaluating training programs within an organization.
- Professionals looking to improve their skills in training coordination and management.

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 motivating everybody to find the right answers. 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.

Very useful Course Materials will be given.

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

COURSE PROGRAM:

Day 1: Introduction to Training Management

- Overview of training and development within organizations.
- The importance of training for employee performance and organizational growth.
- Understanding training needs analysis (TNA): Identifying skills gaps and development needs.
- Aligning training programs with organizational objectives and strategic goals.
- Key responsibilities of training managers and coordinators.
- Introduction to the ADDIE model (Analysis, Design, Development, Implementation, Evaluation).

Day 2: Planning and Designing Training Programs

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- How to assess training needs and define clear learning objectives.
- Developing effective training plans and curricula.
- Selecting the appropriate training methods: In-person, online, blended learning.
- Designing training materials and resources (presentations, handouts, e-learning modules).
- Ensuring accessibility and inclusivity in training programs.
- Legal and regulatory considerations when designing training programs.

Day 3: Delivering Training Effectively

- Effective presentation and facilitation techniques for trainers.
- Engaging learners through interactive methods: Group discussions, role plays, case studies.
- Adapting training content to different learning styles (visual, auditory, kinesthetic).
- Managing challenging training environments and addressing learner concerns.
- Tips for creating a positive and inclusive learning atmosphere.
- Incorporating technology and tools in training delivery (LMS, virtual classrooms, multimedia).

Day 4: Coordinating Training Logistics

- Coordinating training schedules, venues, and resources.
- Managing training budgets: Estimating costs and allocating resources effectively.
- Handling participant registrations, attendance tracking, and communication.
- Working with external vendors and trainers: Outsourcing and partnerships.
- Ensuring the availability of training materials, equipment, and technology.
- Managing the logistical challenges of virtual, in-person, and hybrid training sessions.

Day 5: Evaluating Training Programs and Ensuring Continuous Improvement

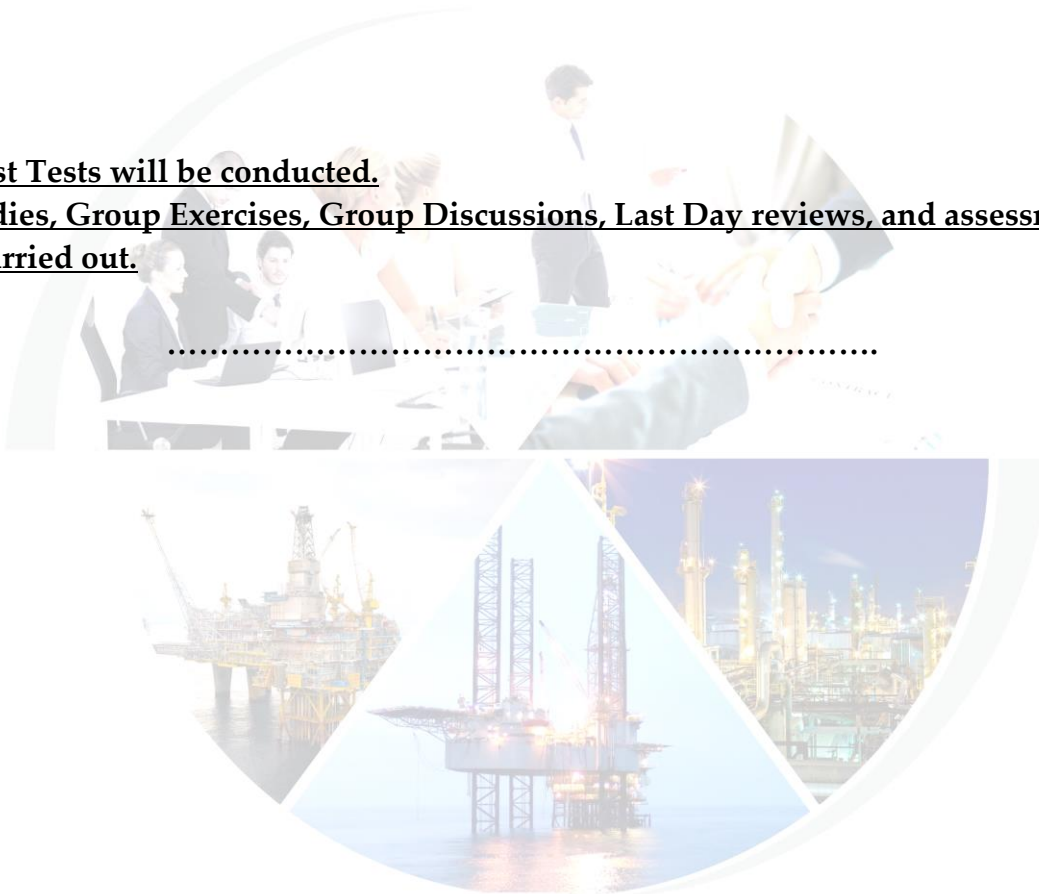
- Methods for evaluating the effectiveness of training programs (Kirkpatrick's Four Levels of Evaluation).
- Collecting feedback from participants, managers, and stakeholders.
- Measuring the impact of training on employee performance and organizational goals.
- Identifying areas for improvement based on feedback and evaluation results.
- Developing a strategy for continuous improvement in training programs.
- Creating a culture of continuous learning and development within the organization.

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NOTE:

Pre-& Post Tests will be conducted.

Case Studies, Group Exercises, Group Discussions, Last Day reviews, and assessments will be carried out.



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