

Essential Skills for Effective Training Administration

2 Days **TAS1**

OVERVIEW

This course will ensure that all participants are equipped with the essential skills to give expert support, with confidence, in the planning and preparation of training events. It provides a good knowledge of training processes and best practice.

An effective training administrator co-ordinates the administrative activities of the training function. By maintaining and developing information systems, this enables the department to operate proactively in employee development and training.

DESIGNED FOR

Designed for administrators who have responsibility for supporting the training function. This course will help them to develop the knowledge and skills required to be a successful and confident training administrator.

LEARNING OUTCOMES

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

- Define the role, skills, qualities and attributes which lead to success.
- Keep up to date with training issues.
- Establish training needs and create training plans.
- Understand the training cycle and supporting system.
- Identify learning styles.

TOPICS COVERED

The Successful Training Administrator

- Defining the role, skills and qualities and attributes which lead to success
- Exploring your organisation's strategy and training policy
- Keeping up to date with training issues

Establishing Training Needs

- Identifying the training needs at individual, departmental and organisational levels
- Structuring of training plans and how to administer them
- Understanding the learning and development cycle
- Awareness of different learning styles and how to provide for them

Organisation and Administration

- Maintaining records, systems and libraries
- Identifying effective routines and administrative systems - simplifying procedures and utilising check-lists

Managing Training Events

- Marketing your training event
- Identifying possible training solutions
- Exploring different training room environments

Document Design

- Creating joining instructions
- Designing pre-course questionnaires
- Planning evaluations

Personal Development

- Formulating an action plan



EXTRA NOTES

An equivalent course is available in Arabic. Please call us for details.