

# Professional Training Management

Human Resources  
Prague (Czech)  
20 - 24 Jan 2025

UK Training

# PARTNER



## Professional Training Management

**Ref:** 3014\_129049 **Date:** 20 - 24 Jan 2025 **Location:** Prague (Czech) **Fees:** 4400 **Euro**

### Introduction

Training departments carry a major responsibility in the organizations which focus on developing employees' knowledge and skills for current and future business needs. Being in charge of a training department requires an understanding of a number of concepts like management, strategy, policies, budget, evaluation, and technology. The course covers such important topics and provides participants with the knowledge and tools to survive the ever-growing demands placed on the training function.

### Course Objectives of Professional Training Management

- Describe the key roles and responsibilities of training departments
- Develop a training department mission statement with key result areas and key performance indicators
- Establish a comprehensive training strategy that includes training policies, procedures, and training plans
- List important steps for developing and administering training budgets
- Identify methods for evaluating the training function
- Conduct a cost-benefit analysis for training activities
- Prepare business requirements for a Learning Management System LMS and list the necessary system selection steps

### Professional Training Management Course Outlines

#### Day 1

##### Developing the internal Training Capacity

- Select & recruit internal trainers for your organization
- Prepare Train-of-Trainer materials for your organization
- Master your training & presentation skills
- Class management
- Adults learning vs. child learning
- Shared learning principle

#### Day 2

The logo for UK Training Partner features the text 'UK Training' in a small, black sans-serif font above the word 'PARTNER' in a large, bold, black sans-serif font. The text is positioned over a background of a chessboard with several chess pieces (a king, a pawn, and a knight) and a series of concentric white circles radiating from behind the pieces.

## Managing a training department

- Defining management
- Key management functions
- Personal assessment and development plan
- Role of the training department in an organization
- Conducting a 'PEST' and 'SWOT' analysis
- Devising a training strategy
- Training department mission statement
- Identifying key result areas
- Training department key performance indicators
- Marketing the training function within your organization
- Training and development roles
- Structure of a training department

## Day 3

### Mapping training policies, procedures, and training plans

- Importance of training policies
- A look at common training policies
- Drafting training policies
- Components of a training plan
- Partnering with training providers

### Establishing a training budget

- Whose responsibility is it
- Budget types and techniques
- Measurement, metrics, and budget data
- Eight steps to creating your budget
- Tips for defending your budget
- Examples of training budgets

## Day 4

### Evaluating the training function

- Reasons for evaluating the training function
- Key performance indicators
- Deciding on indicators
- Monitoring and reporting

### Measuring employees' satisfaction with the training function

- Evaluation methods
- Developing the training function's satisfaction survey
- Evaluating transfer of behavior

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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- Conducting a cost/benefit analysis
- Reporting return on investment
- Presenting your findings

## Day 5

### Selecting and implementing an LMS

- Purpose and importance of LMS
- Existing types and technology
- Common features
- Business requirements
- Defining the selection process
- Examples and comparison of LMS

### Consulting Workshop

- Applying Training Needs Assessment TNA
- Make an Annual Training Planning
- How to build your own internal training capacity

A graphic illustration of a chessboard with several pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. The board is checkered, and there are concentric circles in the background.

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Bangkok (Thailand)

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Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston,Massachusetts (USA)

Brussels (Belgium)

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