

Professional Training Management

Human Resources
Amsterdam (Netherlands)
13 - 17 Jan 2025

UK Training

PARTNER



Professional Training Management

Ref: 3014_130749 **Date:** 13 - 17 Jan 2025 **Location:** Amsterdam (Netherlands) **Fees:** 4200 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

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

UK Training
PARTNER

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 board.

UK Training
PARTNER

- 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.

UK Training
PARTNER

Blackbird training cities

Accra1 (Ghana)

Amman (Jordan)

Amsterdam (Netherlands)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston,Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Traininig
PARTNER



Blackbird Training Category



Human Resources



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



UK Training
PARTNER



BLACKBIRD
FOR TRAINING

LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335