

Managing the Training Function for New Training/HR Managers

International Seminar
Cairo (Egypt)
12 - 16 Jan 2025

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Ref: 32133_139044 **Date:** 12 - 16 Jan 2025 **Location:** Cairo (Egypt) **Fees:** 3300 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 'Managing the Training Function' conference covers such important topics and provides participants with the knowledge and tools to survive the ever-growing demands placed on the training function.

Conference Objectives - Managing the Training Function

- 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

Conference Agenda - Managing the Training Function

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

A graphic of a chessboard with several chess pieces (a king, a pawn, 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.

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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 2

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

Day 3

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

Evaluating the training function

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

Day 4

Measuring employees' satisfaction with the training function

- Evaluation methods

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- Developing the training function's satisfaction survey
- Evaluating transfer of behavior
- Conducting a cost/benefit analysis
- Reporting return on investment
- Presenting your findings

Selecting and implementing a LMS

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

Day 5

Consulting Workshop

- Applying Training Needs Assessment TNA
- Make an Annual Training Planning
- Differentiate in your plan between technical & non-technical training, educated & non-educated, new & old employees
- How to build your own internal training capacity

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the chessboard.

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