

# Managing the Training Function for New Training/HR Managers

International Seminar  
Accra (Ghana)  
14 - 18 Jul 2025

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## Managing the Training Function for New Training/HR Managers

**Ref:** 32133\_139056 **Date:** 14 - 18 Jul 2025 **Location:** Accra (Ghana) **Fees:** 3300 **Euro**

### Course Description

This intensive 5-day course equips new training and HR managers with essential skills to effectively manage the training function. Participants will learn to align training initiatives with organizational goals, conduct needs assessments, design impactful programs, and evaluate training effectiveness. The course combines theoretical knowledge with practical applications to prepare managers for success in their roles.

### Learning Objectives

- Develop strategies to align training initiatives with organizational goals
- Master techniques for conducting comprehensive training needs assessments
- Design and implement effective training programs and curricula
- Learn methods to evaluate training effectiveness and calculate ROI
- Understand best practices in managing training budgets and resources
- Develop skills to lead and motivate training teams

### Course Modules

#### Day 1: Foundations of Training Management

- The role of training in organizational success
- Aligning training with business strategy
- Key responsibilities of training managers
- Developing a training policy and strategy

#### Day 2: Training Needs Assessment and Planning

- Conducting organizational, task, and individual analyses
- Methods for identifying skill gaps
- Prioritizing training needs
- Creating comprehensive training plans

#### Day 3: Designing and Delivering Effective Training Programs

- Principles of adult learning and instructional design
- Selecting appropriate training methods and technologies
- Developing training content and materials
- Managing the logistics of training delivery

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

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## Day 4: Evaluating Training Effectiveness

- Kirkpatrick's four levels of evaluation
- Measuring learning outcomes and behavior change
- Calculating return on investment ROI for training
- Using evaluation data to improve training programs

## Day 5: Managing Training Resources and Teams

- Budgeting for training initiatives
- Selecting and managing external training providers
- Building and leading high-performance training teams
- Leveraging technology in training management

## Practical Wins for Participants

- A customized training strategy aligned with their organization's goals
- Templates and tools for conducting needs assessments and evaluations
- A framework for calculating and presenting training ROI to stakeholders
- An action plan for implementing key learnings in their training function

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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## Blackbird training cities



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Bangkok (Thailand)

Bangkok (Thailand)

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## Blackbird Training Category



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