

Professional Training Management

Human Resources
Tokyo (Japan)
14 - 18 Nov 2025

UK Training

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Professional Training Management

Ref: 3014_148777 **Date:** 14 - 18 Nov 2025 **Location:** Tokyo (Japan) **Fees:** 4700 **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 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 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.

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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

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