Enhancing Planning & Training Management Excellence

1 – 5 November 2027
Vienna (Austria)



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Ref: 321669_167208 **Date:** 1 – 5 November 2027 **Location:** Vienna (Austria) **Fees:** 5200 GBP

Why This Course

Effective planning and training management are essential for organizations aiming to develop talent, improve performance, and achieve strategic objectives. This intensive 1-week program equips professionals with the practical skills needed to design, implement, and evaluate training initiatives that align with organizational goals. Participants will gain hands-on expertise in strategic planning, program design, and delivery techniques, ensuring that they can apply their learning immediately in their professional roles.

What You'll Learn and Practice

By attending this program, you will be able to:

- Develop comprehensive strategic plans for training and development initiatives.
- Apply effective organizational techniques to optimize the management of training programs.
- Design and deliver engaging, impactful training sessions tailored for adult learners.
- Implement evaluation methods to measure training effectiveness and drive continuous improvement.
- Enhance leadership and facilitation skills in planning and training contexts.

The Program Flow

Day 1: Foundations of Strategic Planning

- Understanding the strategic planning process
- Conducting SWOT analysis and environmental scanning
- Setting SMART goals and objectives
- Aligning training plans with organizational vision

Day 2: Organizational Excellence in Training

- Structuring effective training departments
- Resource allocation and budgeting for training programs
- Time management techniques for trainers
- Designing efficient training schedules



Day 3: Designing Impactful Training Programs

- Conducting needs assessments and gap analysis
- Principles of curriculum development
- Selecting appropriate training methodologies
- Incorporating technology to enhance learning experiences

Day 4: Effective Training Delivery Techniques

- Adult learning principles and strategies
- Engaging presentation and facilitation skills
- Leading group discussions and interactive activities
- Managing challenging participants effectively

Day 5: Evaluation and Continuous Improvement

- Models and methods for training evaluation
- Measuring program effectiveness and learning outcomes
- Implementing continuous improvement strategies
- Exploring emerging trends in training management

Individual Impact

Participants will leave the program with:

- A strategic training plan aligned with organizational goals
- A fully developed training program outline tailored to organizational needs
- Enhanced skills in delivering engaging, impactful training sessions
- A practical framework for evaluating and improving training initiatives

Organizational Impact

Organizations will benefit from:

- More structured and efficient training operations
- Improved alignment of training initiatives with strategic objectives
- Enhanced employee performance through targeted and effective training
- A culture of continuous learning and development



Training Methodology

- Interactive workshops and practical exercises
- Hands-on training design and delivery practice
- Group discussions and peer learning
- Real-world case studies and application scenarios
- Action planning for immediate implementation

Beyond the Course

By the end of the one week, participants will be ready to:

- Strategically plan, organize, and deliver training programs that produce measurable results
- Evaluate training effectiveness and implement improvements
- Lead training initiatives that enhance organizational performance and workforce capability

