BLACKBIRD FOR TRAINING

Professional Training Coordinator Certification Program

8 – 12 November 2027
Geneva (Switzerland)

UK Trainig
PARTNER



Professional Training Coordinator Certification Program

Ref: 322957_220060 **Date:** 8 – 12 November 2027 **Location:** Geneva (Switzerland) **Fees:** 5200 GBP

Course Description

This comprehensive 1-week course equips participants with the essential skills and knowledge to excel as Professional Training Coordinators. Participants will learn to assess training needs, design engaging curricula, implement effective programs, and evaluate training outcomes. The course combines theoretical foundations with practical applications, preparing coordinators to drive organizational performance and employee development.

Learning Objectives

- Conduct thorough training needs assessments to identify skill gaps
- Design engaging and effective training curricula for diverse learning styles
- Implement training programs using various delivery methods and technologies
- Evaluate training effectiveness and calculate return on investment ROI
- Develop strategies for continuous improvement in training initiatives

Course Modules

Day 1: Foundations of Training Coordination

- Role and responsibilities of a Training Coordinator
- Adult learning principles and instructional design basics
- Training needs assessment methodologies
- Aligning training with organizational goals

Day 2: Curriculum Design and Development

- Creating learning objectives and outcomes
- Designing engaging training content and materials
- Incorporating multimedia and technology in training
- Adapting curricula for different learning modalities

Day 3: Training Program Implementation

- Selecting appropriate training delivery methods
- Managing training logistics and resources
- Facilitating effective training sessions
- Handling challenging situations in training environments



Day 4: Evaluation and ROI

- Kirkpatrick's four levels of training evaluation
- Designing effective evaluation tools and surveys
- Analyzing training data and generating reports
- Calculating and communicating training ROI

Day 5: Strategic Training Management

- Developing a training strategy and annual plan
- Budgeting and resource allocation for training
- Managing stakeholder expectations
- Continuous improvement in training programs

Practical Wins for Participants

- Create a comprehensive training needs assessment plan
- Design a sample training curriculum with multimedia elements
- Develop an evaluation strategy for a training program
- Draft a strategic training plan aligned with organizational goals

