



An Intensive 5-Day Training Course

Enhancing the Skills of Training Coordinators and Administrators

PROGRAMME SUMMARY

The Enhancing the Skills of Training Coordinators & Administrators training course is designed to provide the essential skills and knowledge to perform the role of Training Coordinators & Administrators competently. The training course also provides the tools and techniques to achieve success analysing the benefits to the organisation, then moves on to consider how to construct complex training solutions using a flexible approach.

Date	Venue	Fee(\$)
28 Mar - 01 Apr 2022	Istanbul	US\$ 5,950
05 - 09 Jun 2022	Dubai	US\$ 4,950
23 - 27 Oct 2022	Dubai	US\$ 4,950

INTRODUCTION

Many organisations seem to underestimate the importance of Training Coordinators & Administrators. In truth, both roles are a vital link ensuring training and or development activities actually solve the performance gap in an effective and cost effective manner.

With that in mind, this Enhancing the Skills of Training Coordinators & Administrators training course has been specifically designed to present the key attributes, skills and knowledge to develop a competent approach to the role.

This EuroMaTech training course will feature:

- How to develop the Training Coordinators' & Administrators' competence
- How to influence management in allowing new skills to be practiced
- The changing needs of business and illustrating / demonstrating results
- The most appropriate learning styles for individuals
- Training needs analysis, design, validation and evaluation techniques
- The training and development cycle

Virtual
 learning service
 available



TRAINING METHODOLOGY

This EuroMaTech training course will be delivered in an interactive style, using group discussions, and programme material, encouraging active participation, exercises, real life case studies and questionnaires. There will also be the opportunity to discuss individual issues on a one-to-one basis with the Programme Leader if necessary.

In-house Training

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.



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info@euromatech.ae

Website:
www.euromatech.com

WHO SHOULD ATTEND

- Managers whose main responsibility is the co-ordination or administration of training needs, organising training events, selecting programmes or engaging external consultants
- Full time T&D or HR specialists - including line managers with responsibility for the T & D of their subordinates
- Technical professionals wishing to revalidate their knowledge and understanding when conducting training
- Training Administrators, who are in regular contact with individuals or line managers involving performance improvement
- Professionals who wish to assess new approaches for Training Coordinators and Administrators

PROGRAMME OBJECTIVES

- Analyse how Training & Development contribute to business performance
- Reposition Training & Development by adopting a measured approach
- Examine administration systems and techniques
- Develop a profile for the Training Coordinator & Administrators role
- Apply a new 4-quadrant analysis model for individual performance issues
- Be able to apply the 10 steps in the training cycle
- Consider action planning for your return to work including training requirements

QUALITY CERTIFICATIONS & ACCREDITATIONS



COURSE OUTLINE



Day 1

Delivering the Right Solution to Support Business Needs

- Introduction, programmes objectives and ways of working
- Change in Organisations
- Positioning Training & Development to ensure delivering strategic success
- Aligning Training & Development activities to the business needs
- Training & Development activities and organisational success

Day 2

Examining and Confirming the Extent of the Training Coordinator & Administrators Role

- The skills and attributes of a Training Coordinator & Administrator
- How do people learn? When making training decisions
- Accounting for individuals' learning styles
- Resources Planning - medium- and long-term requirements
- Managing Change - managing your own training and development needs

Day 3

Training Needs Analysis – Organisational vs. Individual needs

- The relationship between T & D and company performance
- At the Corporate level – including case study
- Departmental and section training needs
- Team development including Planning (TDP)
- Personal Development Plans, manpower / talent management

Day 4

Applying Evaluation and Validation Techniques

- Delivering effective structured programmes.
- Application of the 10-step training model using a case study
- The use of Validation Techniques and Methodologies
- How to construct an Evaluation Survey and using learning
- How to present results to best effect - evaluation in action

Day 5

Business Strategy – Demand and Budget Planning

- Understand the Training and Development budget planning process.
- Generating Individual action plans, and agreeing priorities
- Review and programme recap



Employee Assistance Certification Commission (EACC), an autonomous credentialing body established by EAPA to maintain and administer all aspects of the CEAP® program, has approved this course for 25 professional Development Hours (PDHs).

The use of this logo is not an endorsement by EAPA of the quality of the course. It means that this course has met the EAPA's criteria to the pre-approved for CEAP® certification or recertification PDHs.



This activity has been pre-approved by the Human Resources Certification Institute (HRCI). Participants attending this training session are entitled to receive:
25 General Recertification Credit Hours

The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

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This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).*

Your Details

Name (Mr/Ms):.....
Position:..... Organisation:.....
Address:.....
.....
City / Country:
Telephone: Email:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
Company Name:
Address:.....
Email:

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, email us at info@euromatech.ae.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

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