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Fundamental Skills for Training Specialists & Coordinators

PIK764-1027 AUST-V-1

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Place	: Vienna	**Venue**	: Radisson Blu Style Hotel (Wien, Herrengasse 12, 1010, Vienna - AUSTRIA) - TBC		
Start Date	: 18-10-2027	**End Date**	: 22-10-2027	**PPP**	: £4950

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If you can't train them, you can't blame them!

Short Description:

COURSE OVERVIEW This training program provides participants with the fundamental skills and knowledge necessary to effectively prepare and develop training specialists and coordinators. By focusing on best practices in training design and implementation, the program equips participants to create programs that not only meet the needs of their organisations but also foster the growth and development of their workforce. Participants will gain insights into various training methodologies, adult learning principles, and evaluation techniques that are vital for creating impactful training experiences. Moreover, the program emphasizes the importance of aligning training initiatives with organisational objectives. By empowering participants to manage and evaluate training programs systematically, they will be positioned to enhance workforce capabilities effectively. This alignment ensures that training efforts contribute to broader strategic goals, leading to improved performance and productivity within organisations. Ultimately, the training program aims to cultivate proficient training specialists and coordinators who can drive organisational success through effective talent development.

Course Overview:

PROGRAM OBJECTIVES

By the end of this program, participants will be able to:

- Understand the key roles of training specialists and coordinators.
- Identify the responsibilities of training specialists and coordinators.
- Develop effective training programs.
- Create strategies for impactful training sessions.
- Manage the logistics of training sessions.
- Administer training sessions efficiently.
- Assess and improve the effectiveness of training initiatives.

TARGET AUDIENCE

- Training Coordinators.
- Training Specialists.
- HR Professionals.
- Learning and Development Managers.
- Organisational Development Professionals.
- Corporate Trainers.
- Talent Development Specialists.

Program Outline:

DAY 1: Roles and Responsibilities of Training Specialists and Coordinators

1. Overview of training functions within an organisation.
2. Essential skills for training specialists and coordinators.
3. Comprehending the training cycle.
4. Collaborating with stakeholders to determine training requirements.
5. Challenges and effective strategies in the training industry.

DAY 2: Designing Effective Training Programs

1. Steps involved in creating a training program.
2. Aligning training goals with business objectives.
3. Crafting content that captivates and educates.
4. Choosing suitable training methods and tools.
5. Case studies showcasing successful training program creations.

DAY 3: Training Logistics and Administration

1. Overseeing the logistics of training sessions.
2. Planning schedules, budgets, and resource distribution.
3. Coordinating with trainers, participants, and venues.
4. Leveraging technology to enhance training administration.
5. Ensuring adherence to organisational policies and standards.

DAY 4: Assessing and Improving Training Effectiveness

1. Methods for evaluating training results.
2. Collecting and analysing feedback from participants.
3. Recognising areas for enhancement in training programs.
4. Ongoing improvement in training delivery.
5. The significance of reporting and professionally communicating training outcomes to stakeholders.

DAY 5: Aligning Training with Organisational Goals

1. The strategic significance of training in fulfilling business objectives.
2. Merging training initiatives with organisational development.
3. Aligning training with performance management systems.
4. Fostering a culture of continuous learning.
5. Evaluating the impact of training on organisational success.