MERCURY

Enhancing Training Coordinator Skills



Dubai (UAE) +9714 834 3854

MERCURY

Enhancing Training Coordinator Skills

Introduction

The training coordinator\'s course ensures that training activities effectively address performance gaps or needs. This comprehensive training coordinator course is designed to provide participants with the tools and techniques to manage these vital issues proficiently.

We will explore the nuances of coordinating and facilitating training programs in this coordinator certification program segment. We aim to help you evolve into a corporate training specialist capable of assessing and aligning training initiatives with corporate objectives to achieve exponential growth and competency enhancement within the organization.

Targeted Groups

- Training professionals.
- Training coordinators.
- Training specialists.
- HR professionals.
- Training managers.

Course Objectives

Upon completion of this training coordinator certification program, participants will be able to:

- Analyze how training and development contribute to business performance.
- Reposition training and development by adopting a measured approach.
- Examine administration systems and techniques.
- Develop a profile for the Training Coordinator role.
- Apply a new 4-quadrant analysis model for individual performance issues.
- Master the 10 steps in the training cycle.
- Consider action planning for your return to work, including training requirements.
- Influence management, allowing new skills to be practiced.
- Understand and apply training needs analysis, design, validation, and evaluation techniques.

Targeted Competencies

At the end of this training coordinator certification course, the target competencies will be able to develop the following:

- Working with people.
- Presenting and communicating.
- Applying expertise and technology.
- Following instructions and procedures.
- Planning and organizing.
- Formulating concepts and strategies.

MERCURY

Course Content

Unit 1: Designing Training and Development to Support Business Needs

- The nature of change in organizations.
- Positioning training and development to ensure strategic success.
- Aligning training and development activities with business needs.
- The relationship between training and development activities and organizational success, including case studies.

Unit 2: Clarifying/Developing The Role of a Training Coordinator

- The essential skills and attributes of an effective Training Coordinator.
- Understanding learning processes in decision-making for training.
- Accommodating individual learning styles.
- Planning resources for medium and long-term training needs.
- Managing change effectively and addressing your training and development requirements.

Unit 3: Training Needs Analysis - Balancing Corporate and Individual Needs

- Investigating the relationship between training and development T&D and company performance.
- Analyzing corporate-level training needs.
- Assessing departmental and section training needs.
- Planning team development strategies and training development plans TDP.
- Constructing personal development plans and approaches to talent management.

Unit 4: Evaluation of Validation and Evaluation Techniques

- Delivering effective and structured programs.
- Utilizing the 10-step training model for maximum benefit.
- Employing validation techniques and methodologies effectively.
- Creating and implementing an evaluation survey to measure learning outcomes.
- Presenting results effectively - putting evaluation into practice.

Unit 5: Budgets and Back-to-Work Planning

- Understanding the training and development budget planning process.
- Creating individual action plans and setting priorities for post-training applications.