THE TRAINING COORDINATOR'S WORKSHOP:

Excellence in Mandatory

Course Introduction:

Training Coordinators play a vital role in ensuring any training actually solves the performance gap or need, this program equips you with the appropriate tools and techniques to manage these issues. In this program you will study;

Course Objectives:

- How to develop the Training Coordinators competence
- How to influence management 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

Who Should Attend?

- Individuals whose main responsibility is the co-ordination of training activities - either working with line managers to agree training needs, organizing training events, selecting programs or internal/external providers
- Full time T&D or HR specialists - including line managers with responsibility for the training and development of their people
- Anyone wishing to enhance/update their knowledge and understanding of what is involved when conducting training co-ordination, including anyone in an administrative role
- Professionals who wish to assess new approaches for Training Coordinators - perhaps with the opportunity to consider how they might improve their own Training coordinators performance

Course Outline:

Module 1: Introduction

- Introduce the trainers and participants to each other.
- Define the participants' expectations of the course.
- Determine the trainees' needs.
- Provide suggestions for effective participation in the Advanced Training of Trainers course.
- Introduce the goal of the training and the unit objectives.
- Review the exercises "Where Are We?" and "Reflections."

Module 2: The Training Strategy

- Research and analysis – TNA
- Training needs analysis
- Developing your customer base
- Building a training strategy
- Presenting strategy for impact
- Organizations and Change – driving the need for training
- Responding to organizational change
- Workshop – Training project to support major cultural change

Module 3: Planning for Training

- Describe the steps needed to plan for training implementation.
- Describe how to choose participants.
- Develop selected components of a training curriculum.
- Describe how to pilot test the training curriculum.
- Explain the importance of developing tools to assess knowledge and skills.
- Explain how to choose a clinical training site.
- Explain how to develop a clinical training site.

Module 4: Implementing Training

- Demonstrate the four types of role-play.
- Demonstrate a variety of advanced brainstorming techniques.
- Demonstrate how to develop a case study.
- Demonstrate the technique of mind mapping.
- Demonstrate the use of advanced lecture techniques.
- Demonstrate the use of advanced discussion techniques.
- Demonstrate the use of games and experiential learning exercises.

Module 5: The Role of the Training staff - Back to Work Planning

- Understanding the Training and Development Budget Planning Process and case study
- Individual action planning, and agreeing priorities
- Review and program recap
- Presentation of certificates

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionaires
- Group Work

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session