Arabian Institute For Training

Essential Skills for Effective Training Administration

INTRODUCTION

- An effective training administrator coordinates the administrative activities of the training function, maintaining and developing information systems to enable the department to operate proactively in employee development and training. This is a key role to help with the management of a complex function and involves several skill areas. This Essential Skills for Effective Training Administration seminar provides the "How to do it" approach in a logical and practical way.
- Practical solutions for everyday use
- Techniques to prioritise training requests
- Opportunity to practice new techniques in a relaxed environment

OBJECTIVES

At the end of this training seminar, delegates will be able to:

- Use a training schema to plan and execute training in an efficient way
- Use a priority system for all training requests
- Be able to set up training facilities in a professional way
- Be able to specify external training using a competency framework approach
- Master training records
- Equipped with the essential skills to confidently give expert support in the planning and preparation of training events

TRAINING METHODOLOGY

- This is a very practical Essential Skills for Effective Training Administration training seminar, use of case studies, group work and interactive sessions will make the learning experience very relaxed and productive.

ORGANISATIONAL IMPACT

The significant benefits the organisation will get by supporting this training course are:

- Professionally qualified staff
- A common approach using the latest methods
- Methodologies taught are well documented and will be easy to audit for efficiency
- The delegates will be able to prioritise training using a new process and also to cost training by category
- This training seminar will bring structure and a process to most existing training activities
- This training course represents a high ROI

PERSONAL IMPACT

Delegates who attend this training seminar will:

- Gain essential overview of how training departments function
- Get the very latest in innovation and practices that will add value to the training function
- Gain confidence by getting of thorough understanding of how things work and why things need to be done in a certain way
- Improve your competence in this important field

WHO SHOULD ATTEND?

- Training Administrators
- Training Company Coordinators
- Training Managers' Secretaries, Training Assistants and Course Secretaries who need to learn more about the position
- Individuals who are looking to build their confidence and contribution

Course Outline

The Successful Training Administrator

- Course Introduction and Objectives
- Defining the Role, Skills, Qualities and Attributes which Lead to Success
- Maximising your Support through Using the Right Skillset
- Training Policy and Your Organisation's Strategy
- Understanding Key Terms Use in Training
- The Use of a Process – The Training Schema
- Keeping up-to-date with Training Issues

Establishing Training Needs

- Identifying Training Needs – specifically competencies
- Training Needs Analysis for Competencies
- How Competencies are Measured
- TNA Exercise
- Other TNA at Corporate, Department, Team and Individual Level
- The Structure of Training Plans and How to Administer Them
- Understanding the Training Cycle and Supporting System
- Awareness of Different Learning Styles and How to Provide for Them

Training Records, Evaluation and Information

- What is needed for Performance based Training? - from TNA to evaluation
- Evaluating Competency based Training
- Maintaining Records, Systems and Libraries
- Coding Training to Make Your Job Easier
- Use of the Training Software System
- Maximising Your Time by Linking Training to The Training Schema
- Day to Day Records that Need to be Kept
- End of Day Review

Organisation and Administration

- Managing Training Resource Libraries
- Manuals, Tutor Manuals and Visual Aids
- Understanding Copyright with respect to Training Materials
- What you can and can't do with copying DVD's?
- How DVD's are used in Training – demonstration

Managing Training Events and Dealing with Suppliers

- Identifying Unusual Training Needs and Possible Solutions
- Negotiating the Best Deal for Your Needs - promoting training activities
- Organising Travel and Accommodation
- Checklists for Training Rooms
- Pre- and Post-course Administration / Document Design - joining instructions and course hand-outs
- Training Evaluation - internal and external
- How to Specify Training If You Use External Providers
- Formulating a Personal Action Plan
- End of Day Review

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