

Managing the Training Function

OBJECTIVES:

The Managing the Training Function programme examines the critical components and strategies needed to ensure that organisational training initiatives are consistent with business needs and provide measurable results.

Upon completion participants will be able to:

- Identify roles and responsibilities of the training function
- Plan and manage training budgets and initiatives.
- Select and manage internal and external resources.
- Staff, manage, assess and develop training resources.
- Examine critical components of effective training implementation.
- Identify evaluation strategies for measuring training effectiveness.
- Achieve performance and results from initiatives
- Relate training to business goals and measurable results
- Build a best practices portfolio of strategies and approaches
- Evaluate training investment with return-on-investment analysis

WORKSHOP CONTENT:

The Role of Training

- Defining the role/responsibilities of training in performance improvement
- Approaches to training and consulting.
- Understanding education, training and development
- Managing the Training Function
- Exploring competency standards for managers, instructors and designers
- Identifying challenges facing training

Uniting Training and Business Needs

- Integrating training with business goals and needs to ensure results-driven training.



The Elevator Project is funded by member companies, the European Social Fund and the National Development Plan

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Identifying Needs and Implementation

- Understanding Needs Assessments
- Phases and methods of Assessments
- Keys to successful needs assessments
- Developing a Training Plan

Managing the Training Project

- Measuring the benefits of training
- Gaining senior management support and approval for training
- Managing design and delivery
- Determining the appropriate instructional methodology
- Creating learning objectives
- Working with Training Consultants

Building a training budget

- Cost Centre Designation
- Quantitative and Qualitative Reporting
- Cost Benefit Analysis

Evaluating Effectiveness

- Examining the barriers to training transfer and developing post-training support
- Conducting effective course administration
- Measuring excellence in instruction using key performance indicators
- Marketing the Training function to better effect

Programme Facilitator: **Optimum Ltd**



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