The Training Coordinator

Introduction

This course is designed for those who work as training coordinators, trainers, personnel and HR staff. In this role they support and interact with line managers, organise, and possibly conduct, training activities, select external courses and trainers, link the training activities to the appraisal and staff development process and possibly plan the future training activity as a basis for a competency driven development strategy.

It will show how training and development can contribute effectively to the business, present up to date concepts and ideas for training and development of staff and ensure that participants leave with new action plans for implementing substantial ideas for improving the training function and themselves.

Objectives

By the end of this course participants will be able to:
- Promote the training function as a driver for the business
- Institute change and improvement in the training function
- Detail modern views of training apply to the training coordinator role
- Ensure that training has a positive impact on the bottom line
- Explain how people learn best and different learning styles
- Display a range of skills from training design to evaluation
- Describe the value, and future scenarios, of the coordinator role
- Explain how to gain more satisfaction in the coordinator's role

Content
A sample of what is covered includes:

The Role
- Aligning training with the business needs
- Understanding the types and needs of organisations
- Aligning management, HR, training and the business strategy
- The role of the training coordinator
- Organisation analysis strategies
- Understanding your present position
- Case studies

Skills
- Training coordinator skills
- Intervention skills
- Tools for strategic analysis
- Maintaining professional standards
- Learning styles and development theories
- Consultancy skills introduction
- Marketing and promoting the training function

Responsibilities

- The training cycle – Part one
- Identifying training needs/linking to appraisals
- Setting training objectives/aligning with the business
- Selecting training/development methods and approaches
- Training course design / pilot courses
- Preparing training course objectives
- Exercises
- The training cycle – Part two
- Selecting trainers and training formats
- Assessment processes – trainer and activity
- Validation of training processes
- Linking training performance with the bottom line
- Linking training to professional / external standards
- Benchmarking with the best

What Next?

- Selling yourself and your function
- Developing the training team
- Consultancy skills revisited
- Training as a career – where next?
- The learning organisation concepts
- Action planning presentations
- Reflections on the future of the role of training