

# Management of Training



## Programme Description

Personnel department has been associated with obtaining and hiring the human resources and more importantly in developing new and experienced staff in order to enhance and update their competent skills for the jobs that they are required to perform. In this modern environment, every organization must have a systematic approach to assessing their training requirements, approach vendors with training requests, evaluation and selection of appropriate training providers. More importantly, is the monitoring and evaluation of the delivered training programme and its return on investment to the organization. Management of Training Programmes is crucial to the success of the training program as this programme will provide participants with the necessary knowledge that is required to analyze their own training requirements and how to create policies and procedures that enhance training quality and outcome.

## Target Audience

Human Resource Professionals.

## Programme Objectives

At the end of this programme, participants will be able to:

- ✓ Understand the importance of training and why it is essential to organizational development.
- ✓ Assess the organization's training needs and formalize a yearly training plan.
- ✓ Know the necessary requirements for conducting effective training programmes.
- ✓ Practice writing requests for proposals.
- ✓ Evaluate submitted proposals and selecting the most suitable training programme.
- ✓ Explore Return on Investment strategies to support the evaluation of a training programme.
- ✓ Plan, Execute, Monitor and Evaluate a training programme.

## Programme Outlines

This comprehensive programme will include the following:

- Introduction to Training and Development:
  - Definition of Training, Learning Theories.
  - Benefit of Training to Employees and Employers.
  - Training Components and Objectives.
  - Professional Training vs. Academic Training.
  - Training vs. Development.
  - Changing Times: Modern Training.
- Identification of Training Needs:
  - Training Needs Matrix.
  - Analyzing Training Requirements.
  - Setting training objectives.
  - Identifying Training Plan.
- Training Objectives:
  - Taxonomy of training objectives.
  - Affective Domain.
  - Psychomotor Domain.
  - Translating Instructional Objectives to Behavioural Objectives.
  - Unit and Lesson Planning.
- Requesting and Evaluating Training Proposals:
  - Setting up the Criteria.
  - Writing Down Objectives.
  - Types of RFPs.
  - Evaluating Objectives.
  - What to look in a Proposal.
- Other Roles and Responsibilities of a HR Professional – Must Have!
  - Analyzing business problems.
  - Assessing/Recommending solutions.
  - Choosing Appropriate Methods.
  - Setting and Sharing Objectives.
  - Assist Training Providers in Training.
  - Assessing Venue and other Training Requirements.
  - Observation of Training.
  - Liaising with Line Managers.
  - Evaluating the Programme (Material, Trainer and Venue).
  - Facilitating Change.
- Role and Responsibility of the Training Provider:
  - Completion of Design.
  - Maintenance of the Training Program.
  - Delivery.
  - Reporting.
- Evaluation of Training:
  - Introduction to Return on Investment.
  - Training Effectiveness.
  - Post Training Evaluation.
  - Training Evaluation Techniques.
  - Pre/Post Programme Questionnaires.
  - Management Briefing and Debriefing.
  - Appraisals.