

# Managing and Coordinating Training Course

## Venue Information

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**Venue:** London UK

**Place:**

**Start Date:** 2026-05-12

**End Date:** 2026-05-16

## Course Details

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**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** HRMC

**Course Code:** HRMC-30

## Syllabus

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### Course Syllabus

#### Introduction

Training and development managers, officers and coordinators involved in the needs analysis process, organizing training program and evaluating the results of training.

#### Objectives

- Describe how business strategy influences training.
- Identify some critical training concepts including principles of adult learning and learning styles.
- Identify different methods of needs assessment and the advantages and disadvantages of each.
- Write effective learning objectives.
- List the characteristics of an effective trainer and identify some of the problems and solutions of training delivery.
- Create a work environment that facilitates transfer of training.

## **Strategic Training and Development**

- The Strategic Training and Development Process
- Roles of Employees and Managers
- Top Management Support
- Aligning Training to Strategy

## **Some Critical Training Concepts**

- Principles of Adult Learning
- Learning Styles
- The Experiential Approach to Training

## **The Training Needs Assessment Process (TNA)**

- Why Do a Needs Assessment?
- Who Should Participate in Needs Assessment?
- Methods Used in Needs Assessment
- Advantages and Disadvantages of TNA Methods
- The Needs Assessment Process

## **Designing the Training Program**

- The Basics of Training Design: Gagne's Principles
- Training Design Activities
- Purposes of Training Objectives
- Writing Training Objectives
- Developing Course Material

## **To Buy or to Design**

- The Purchase-or-Design Decision

## **Delivering the Training Program**

- The Training Session Plan
- Training Delivery Activities
- The Trainer, Train-The-Trainer and Trainees
- The Training Site
- Seating Arrangement
- Scheduling and Administering the Training
- Training Delivery: Problems and Solutions

## **Transfer of Training**

## Evaluating Training

- Why Conduct Training Evaluations?
- Models of Training Evaluation
  - Kirkpatrick's™ Four Levels of Evaluation
  - Phillips's™ ROI Process Model