Managing and Measuring Training Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-09-08

End Date: 2026-09-12

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: HRMC

Course Code: HRMC-62

Syllabus

Course Syllabus

Course Introduction:

"Managing and Measuring Training" is a comprehensive course designed to equip professionals with the skills and knowledge to effectively oversee training programs. Over five days, participants will explore strategies for managing training initiatives and learn methodologies to measure their impact on organizational performance.

Course Objectives:

- Understand the fundamentals of training management
- Develop effective training programs aligned with organizational goals
- Learn techniques for measuring and evaluating training effectiveness
- Explore methods for calculating training ROI
- Gain insights into continuous improvement of training processes

- Role of Training in Organizational Development
- Aligning Training with Business Objectives
- Identifying Training Needs and Gaps

Day 2: Designing Effective Training Programs

- Principles of Instructional Design
- Developing Learning Objectives
- Selecting Appropriate Training Methods
- Creating Engaging Training Content

Day 3: Implementing Training Programs

- Planning and Scheduling Training Activities
- Resource Allocation and Budgeting
- Facilitator Selection and Preparation
- Managing Logistics and Participant Engagement

Day 4: Measuring Training Effectiveness

- Overview of Evaluation Models
- Data Collection Techniques
- Analyzing Training Outcomes
- Using Feedback for Improvement

Day 5: Calculating ROI and Continuous Improvement

- Understanding Return on Investment (ROI)
- Methods for Calculating Training ROI
- Reporting and Communicating Results
- Strategies for Continuous Improvement