



Essentials of Training Coordination

Practical and Useful Workshop with Hands-on Strategies, Tools and Skills to Increase Your Productivity and Success

► Upcoming Sessions

26-30 Aug 2024	London - UK	\$5,950
18-22 Nov 2024	Dubai - UAE	\$5,950

► Training Details

Training Course Overview

Are you responsible for organizing, managing, or overseeing training and learning events?

This interactive course provides a solid foundation in essential skills crucial for success in your role. It focuses on assessing training needs, developing consulting skills to collaborate effectively with internal and external stakeholders, and evaluating training outcomes. You will gain insights into the broader requirements of talent development functions. Beyond logistical coordination, this course equips you with the expertise to act as a strategic business partner within your organization.

Training Course Objectives

By attending this Anderson training course, delegates will be able to:

- Assess and improve your own competencies in the training coordinator position
- Increase the time and productivity of yourself and others by knowing how to prioritise and organise your events and activities
- Learn and share secrets of success from other coordinators, especially by using practical checklists to make the job easier
- Define the fundamental skills required of the training coordinator role
- Identify appropriate communication and partnering skills to be used with internal stakeholders and external training providers and companies

Designed For

This Anderson training course is suitable to a wide range of professionals but will greatly benefit:

- Training coordinators or specialists within this department
- Course administrators
- Executive support staff
- Training and learning professionals
- Anyone who wants to learn the fundamentals of supporting a training or talent development department and the associated learning programs.

► Training Course Outline

Amongst a wide range of valuable topics, the following will be prioritised:

- ▶ Define your key roles and responsibilities and how to deliver excellence.
- ▶ Develop a ten-part performance improvement plan overview for your current operations
- ▶ How to build rapport with line managers and executives and define their needs and preferences
- ▶ How to develop and maintain training resources and coach and develop subject matter experts as trainers
- ▶ Proven methods on how to recruit subject matter experts as trainers review and criteria for buying external resources
- ▶ Checklists and best practice for training promotion, record keeping and follow-up
- ▶ How to market your training programs effectively, plus participant registration and confirmation systems
- ▶ Training plans and logistic arrangements; room layout, facilities, managing venues, using checklists and assessments
- ▶ How best to communicate expectations to hotels/meeting facilities and manage their performance
- ▶ Evaluating and reporting your training events and learning courses; identify basic evaluation strategies for learning outcomes

▶ The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

Email: inhouse@anderson.ae

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