

# Essential Skills for Effective Training Administration

## INTRODUCTION

- An effective training administrator coordinates the administrative activities of the training function, maintaining and developing information systems to enable the department to operate proactively in employee development and training. This is a key role to help with the management of a complex function and involves several skill areas. This Essential Skills for Effective Training Administration seminar provides the “How to do it” approach in a logical and practical way.
- Practical solutions for everyday use
- Techniques to prioritise training requests
- Opportunity to practice new techniques in a relaxed environment

## OBJECTIVES

At the end of this training seminar, delegates will be able to:

- Use a training schema to plan and execute training in an efficient way
- Use a priority system for all training requests
- Be able to set up training facilities in a professional way
- Be able to specify external training using a competency framework approach
- Master training records
- Equipped with the essential skills to confidently give expert support in the planning and preparation of training events

## TRAINING METHODOLOGY

- This is a very practical Essential Skills for Effective Training Administration training seminar, use of case studies, group work and interactive sessions will make the learning experience very relaxed and productive.

## **ORGANISATIONAL IMPACT**

The significant benefits the organisation will get by supporting this training course are:

- Professionally qualified staff
- A common approach using the latest methods
- Methodologies taught are well documented and will be easy to audit for efficiency
- The delegates will be able to prioritise training using a new process and also to cost training by category
- This training seminar will bring structure and a process to most existing training activities
- This training course represents a high ROI

## **PERSONAL IMPACT**

Delegates who attend this training seminar will:

- Gain essential overview of how training departments function
- Get the very latest in innovation and practices that will add value to the training function
- Gain confidence by getting of thorough understanding of how things work and why things need to be done in a certain way
- Improve your competence in this important field

## **WHO SHOULD ATTEND?**

- Training Administrators
- Training Company Coordinators
- Training Managers' Secretaries, Training Assistants and Course Secretaries who need to learn more about the position
- Individuals who are looking to build their confidence and contribution

## **Course Outline**

The Successful Training Administrator

- Course Introduction and Objectives
- Defining the Role, Skills, Qualities and Attributes which Lead to Success
- Maximising your Support through Using the Right Skillset
- Training Policy and Your Organisation's Strategy
- Understanding Key Terms Use in Training
- The Use of a Process – The Training Schema
- Keeping up-to-date with Training Issues

## Establishing Training Needs

- Identifying Training Needs – specifically competencies
- Training Needs Analysis for Competencies
- How Competencies are Measured
- TNA Exercise
- Other TNA at Corporate, Department, Team and Individual Level
- The Structure of Training Plans and How to Administer Them
- Understanding the Training Cycle and Supporting System
- Awareness of Different Learning Styles and How to Provide for Them

## Training Records, Evaluation and Information

- What is needed for Performance based Training? - from TNA to evaluation
- Evaluating Competency based Training
- Maintaining Records, Systems and Libraries
- Coding Training to Make Your Job Easier
- Use of the Training Software System
- Maximising Your Time by Linking Training to The Training Schema
- Day to Day Records that Need to be Kept
- End of Day Review

## Organisation and Administration

- Managing Training Resource Libraries
- Manuals, Tutor Manuals and Visual Aids
- Understanding Copyright with respect to Training Materials
- What you can and can't do with copying DVD's?
- How DVD's are used in Training – demonstration

## Managing Training Events and Dealing with Suppliers

- Identifying Unusual Training Needs and Possible Solutions
- Negotiating the Best Deal for Your Needs - promoting training activities
- Organising Travel and Accommodation
- Checklists for Training Rooms
- Pre- and Post-course Administration / Document Design - joining instructions and course hand-outs
- Training Evaluation - internal and external
- How to Specify Training If You Use External Providers
- Formulating a Personal Action Plan
- End of Day Review