



*Training Course:  
Preparing and Developing Training Specialist  
and Coordinators*

*16 - 20 December 2024  
Kigali (Rwanda)*

## Training Course: Preparing and Developing Training Specialist and Coordinators

Training Course code: HR3016 From: 16 - 20 December 2024 Venue: Kigali (Rwanda) - Training Course Fees: 5950 € Euro

### Introduction

This brand new program is designed for anyone in training or involved in the development and who needs to understand how all the elements of training work. The program specifically will give you detailed knowledge on the new training cycle and explain how to get the best from external and internal training and suppliers. This course is in direct response from you to our customers, for a very practical, hands-on week of training.

Key points of the week include:

- Mastering the new training cycle
- How to specify training from external providers
- How to manage demands and prioritize any training request
- Understand and be able to implement a training system and understand the software available
- Be able to explain to others how training costs are arrived at
- Show to others the value of training

### Course Objectives of Preparing and Developing Training Specialist and Coordinators

At the end of this course delegates will be able to:

- Write learning objectives and be able to do specifications for internal and external use
- Know how to prioritize training and be able to convincingly explain the process to others
- Know how to identify competency gaps and to measure training results from competency-based training
- Know what to look for when sourcing external suppliers and how to get the best value
- Understand the role responsibilities of the 4 key jobs in training and be able to explain this to others
- Explain to others how training adds value and show practical examples in both the Public and Private Sectors.

### Training Methodology

This is a very practical course and delegates will learn by a variety of engaging methods. Use of current case studies, team working on topic related exercises, some mini-presentations, and re-enforcement using a variety of DVDs. Delegates will also be able to put together a back at work plan for implementation or discussion.

### Organizational Impact of Preparing and Developing Training Specialist and Coordinators

Those organizations supporting this program will:

- Have properly trained and informed people who will be able to add value when they return to work
- Be able to specify internal and external training to a very exact standard

- Have a process approach to training that will be auditable.
- Be able to show accurately the cost of all types of training
- Show the cost-benefit of certain types of training
- Will be able to show others "best current practice"

## Personal Impact of Preparing and Developing Training Specialist and Coordinators

- Have the correct information and process knowledge to make informed decisions
- Be able to talk with confidence on all of the 4 key areas of training
- Master the jargon and be able to become professional in your approach
- Be able to make sound decisions on which areas of training you might want to work in, in the future.
- Be more effective in you day to day work by mastering several training processes
- Know and be able to explain to others why some people will not respond to training

## Course Outlines of Preparing and Developing Training Specialist and Coordinators

### DAY 1

#### How People Learn and What Interferes with the Learning Process

- Introduction and program objectives
- How adults learn - discussion
- Motivators to the learning process
- Learning styles - demonstration and questionnaire
- How personality plays such an important role in learning
- Reasons why people find it difficult to learn - exercise
- Medical impediments to learning no matter how good the training is
- Latest data on memory - and what we can do to improve it - demonstration

### DAY 2

#### The Role and Function of Today's Training Departments

- Group exercise - what does training do?
- The roles within training
- The new training activities map - discussion
- So who should do what in training - group exercise
- Feedback from exercise
- Should training be a profit centre and how should it demonstrate value?
- Training role in other matters - succession planning
- Business emergency procedures - exercise

### DAY 3

#### The Two Principle Training Requirements - Competency & Performance

- Competency - The History
- How competencies are constructed - practical exercise
- How much training comes from competency requirements

- Measuring before and after results of competency based training
- What is performance
- Types of performance-based training - group exercise
- How to measure and evaluate performance-based training
- DVD - Training in action - group feedback and review

#### DAY 4

##### The Training Cycle - 2011 and Beyond

- How training is identified - group exercise
- A new and easier approach to Training Needs Analysis
- DVD on TNA - discussion
- How to cost training - easy method - demonstration
- Keeping accurate training records - what's needed and new software
- How to prioritize all training - group exercise
- Prioritizing training - feedback and process needed
- How much value is in training - Case study and results

#### DAY 5

##### Getting the Best from Internal and External Training Providers

- Understanding Learning Objectives
- How to write learning objectives - group exercise
- Short cut easy way to write competency-based learning objectives
- How would you measure performance-based learning objectives - discussion
- Should high-level training results be rewarded?
- A professional evaluation tool should you need one
- Review of progress to date - your presentations

## Registration form on the Training Course: Preparing and Developing Training Specialist and Coordinators

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.