



*Training Course:  
Certified Training Administrator*

*2 - 6 June 2025  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Certified Training Administrator

Training Course code: HR3003 From: 2 - 6 June 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### 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.

### Course Objectives of Certified Training Administrator

This seminar is designed to ensure that delegates are:

- Equipped with the essential skills to confidently give expert support in the planning and preparation of training events
- Provided with a good knowledge of training systems, best practices, and the interpersonal skills necessary to build positive relationships.

### Training Methodology

This is a very practical program, use of case studies, group work, and interactive sessions will make the learning experience very relaxed and productive. Appropriate illustrative DVD's will be used to illustrate specific topics.

### Organizational Impact of Certified Training Administrator

The significant benefit the organization will get by supporting this program is

- Professionally qualified staff
- A certified program which is for achievement not just attendance, the issue of the ILM accreditation is subject to an optional follow up a project by the delegate -thus ensuring a full understanding of the program
- A common approach using the latest methods and supporting software
- Methodologies taught are well documented and will be easy to audit for efficiency
- The delegates will be able to prioritize training using a new process and also to cost training by category.
- This course represents a high ROI

### Personal Impact of Certified Training Administrator

Delegates who attend this program will

- Gain a useful complete overview of how training departments function
- Delegates will get the very latest in innovation and practices that will add value to the training function
- Gain confidence by getting a thorough understanding of how things work and why things need to be done in a certain way
- Be able to get personal certification from GLOMAS in the form of a certificate with CPE points AND know that the program is endorsed by the Institute of Leadership Management

## Course Outlines of Certified Training Administrator

### Day 1: The Successful Training Administrator

- Defining the role, skills, qualities, and attributes which lead to success
- Maximizing your support to your manager - defining their needs
- Training policy and your organization's strategy
- Keeping up to date with training issues

### Day 2: Establishing Training Needs

- Identifying training needs at individual, departmental, and organizational levels
- 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 and Information

- Maintaining records, systems, and libraries
- Assessing training records software - data protection implications

### Day 3: Organisation and Administration

- Identifying effective routines and administrative systems - simplifying procedures and utilizing checklists
- Storing information, books, videos, etc - administering access

### Managing Training Events and Dealing with Suppliers

- Identifying training needs and possible solutions

- Negotiating the best deal for your needs - promoting training activities
- Organizing travel and accommodation
- Checklists for training rooms
- Pre- and post-course administration/document design - joining instructions and course handouts
- Training evaluation - internal and external

#### Day 4: Effective Face-to-face Communication

- Analyzing assertive, aggressive, and passive behavior
- Dealing with difficult or unreliable people - building relationships
- Getting information and cooperation from others
- Listening and questioning effectively - becoming a better communicator

#### Day 5: Personal Effectiveness and Time Management

- Planning, prioritizing, and organizing - the basic principles
- Identifying and controlling time wasters
- How to increase others' confidence in you
- Meeting the expectations of your internal customers

#### Personal Development

- Formulating an action plan

## Registration form on the Training Course: Certified Training Administrator

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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.