



*Training Course:
Professional Training Coordinator*

*12 - 16 May 2025
Lisbon*

Training Course: Professional Training Coordinator

Training Course code: HR235449 From: 12 - 16 May 2025 Venue: Lisbon - Training Course Fees: 5750 € Euro

Introduction

The Professional Training Coordinator program, designed by Global Horizon Training Center, aims to equip participants with the essential skills and knowledge required to effectively coordinate and manage training programs within their organizations. This comprehensive course covers a range of topics, from understanding training needs and designing training plans to evaluating the effectiveness of training programs. Participants will gain practical insights and tools to enhance their roles as training coordinators, ensuring that their organizations' training initiatives are well-organized and impactful.

Objectives

- Develop a thorough understanding of the role and responsibilities of a training coordinator.
- Learn to assess training needs and design effective training programs.
- Acquire skills in managing training logistics and coordinating with trainers and participants.
- Understand methods for evaluating the effectiveness of training programs.
- Enhance communication and organizational skills relevant to training coordination.

Methodology

The course utilizes a mix of interactive lectures, group discussions, case studies, hands-on exercises, and role-playing activities. Participants will engage in practical exercises to apply the concepts learned and will receive feedback from instructors to improve their skills. The methodology focuses on real-world applications to ensure that participants can immediately implement what they learn in their organizations.

Organizational Impact

- Improved efficiency and effectiveness in the planning and delivery of training programs.
- Enhanced ability to align training initiatives with organizational goals and objectives.
- Increased employee satisfaction and engagement through well-coordinated training experiences.
- Better tracking and evaluation of training outcomes, leading to continuous improvement in training strategies.

Target Audience

- Training coordinators and managers
- HR professionals involved in training and development
- Organizational development specialists
- Administrative staff responsible for training logistics
- Anyone aspiring to take on a training coordination role

Outlines

Day 1: Introduction to Training Coordination

- Understanding the role of a training coordinator
- Key skills and competencies required
- Overview of the training cycle
- Identifying training needs and objectives
- Developing a training strategy

Day 2: Training Program Design and Development

- Designing effective training programs
- Creating training materials and resources
- Selecting appropriate training methods and tools
- Incorporating adult learning principles
- Planning the training schedule

Day 3: Managing Training Logistics

- Coordinating with trainers and participants
- Venue selection and setup
- Managing training budgets and resources
- Handling registration and attendance tracking
- Addressing logistical challenges and contingencies

Day 4: Delivering and Facilitating Training Programs

- Supporting trainers during delivery
- Monitoring training sessions for quality assurance
- Engaging participants and encouraging interaction
- Troubleshooting common issues during training
- Gathering participant feedback

Day 5: Evaluating Training Effectiveness

- Methods for evaluating training outcomes
- Analyzing feedback and assessment results
- Reporting on training effectiveness to stakeholders
- Identifying areas for improvement
- Planning for future training initiatives

Registration form on the Training Course: Professional Training Coordinator

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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):
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Official E-Mail:

Company Information

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Address:
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Person Responsible for Training and Development

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

- ☐ Please find enclosed a cheque made payable to Global Horizon
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