



*Training Course:
HR and Training Coordination Essentials*

*2 - 13 June 2025
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: HR and Training Coordination Essentials

Training Course code: HR235635 From: 2 - 13 June 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 9520 € Euro

Introduction

This training program, designed by Global Horizon Training Center, provides a comprehensive foundation in HR and training coordination. The course is ideal for those looking to strengthen their skills in organizing and managing HR and training functions effectively. Through practical exercises, case studies, and real-world applications, participants will gain the tools necessary to enhance organizational productivity, streamline HR operations, and support training objectives. This program equips attendees with the knowledge and skills to manage essential HR and training coordination responsibilities with confidence and efficiency.

Objectives

By the end of this program, participants will be able to:

- Understand the fundamental concepts of HR and training coordination.
- Develop and manage HR records and databases effectively.
- Coordinate and support employee training and development programs.
- Implement key HR practices such as recruitment, onboarding, and performance tracking.
- Facilitate communication and coordination between HR, training, and other departments.
- Contribute to an organization's strategic goals through efficient HR and training coordination.

Methodology

- Interactive Lectures: Engaging discussions to cover HR and training theories.
- Group Activities: Collaborative exercises to enhance understanding.
- Case Studies: Real-world scenarios for practical insights.
- Role-Playing Sessions: Practice scenarios for improved HR coordination.
- Workshops and Practical Exercises: Hands-on tasks for skill reinforcement.

Organizational Impact

Upon completion of this program, participants will:

- Enhance operational efficiency by streamlining HR and training processes.
- Improve employee satisfaction through structured HR coordination and training support.
- Foster a culture of continuous learning and development.
- Support compliance with HR and employment standards.
- Contribute to improved staff retention and organizational development.

Target Audience

- HR Coordinators and Assistants
- Training Coordinators and Administrative Staff
- Professionals transitioning into HR and training roles
- Anyone involved in HR or employee training support functions

Outlines

Day 1: Introduction to HR and Training Coordination

- Overview of HR functions and responsibilities
- Role of a Training Coordinator in HR
- Key principles of effective HR management
- Practical exercise: Identifying key responsibilities in HR and Training

Day 2: HR Documentation and Database Management

- Setting up and managing HR records
- HR data confidentiality and compliance
- Database management for employee information and training records
- Workshop: Creating and managing HR databases using Excel

Day 3: Recruitment and Selection Support

- Recruitment and hiring procedures
- The role of HR coordinators in the selection process

- Best practices in screening and interview coordination
- Exercise: Mock interview scheduling and coordination

Day 4: Employee Onboarding Coordination

- Developing a structured onboarding process
- Coordinating onboarding sessions and employee orientation
- Introduction to employee handbooks and policies
- Activity: Designing an onboarding checklist

Day 5: Performance Tracking and Feedback Coordination

- Basics of performance management
- Role of HR coordinators in performance tracking
- Techniques for collecting and organizing feedback
- Workshop: Creating a performance tracking template

Day 6: Training Needs Assessment and Program Development

- Conducting training needs analysis
- Designing and scheduling training programs
- Aligning training goals with organizational objectives
- Group activity: Building a training plan based on needs analysis

Day 7: Training Logistics and Event Coordination

- Organizing training sessions and resources
- Managing training facilities and materials
- Coordinating with trainers and vendors
- Practical exercise: Developing a checklist for training logistics

Day 8: Evaluation and Feedback in Training Coordination

- Gathering participant feedback on training effectiveness

- Techniques for assessing training outcomes
- Reporting and presenting training results to management
- Workshop: Designing a feedback form and summary report

Day 9: HR and Training Coordination Communication Skills

- Effective communication between HR, trainers, and employees
- Handling sensitive HR and training-related information
- Tools for internal communication and collaboration
- Role-play session: Navigating common HR and training scenarios

Day 10: Technology and Tools in HR and Training Coordination

- Exploring digital tools for HR and training management
- Overview of HR software, learning management systems, and scheduling tools
- Data privacy and security in HR software usage
- Hands-on session: Introduction to basic HR and training software tools

Registration form on the Training Course: HR and Training Coordination Essentials

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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:
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Personal E-Mail:
Official E-Mail:

Company Information

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Address:
City / Country:

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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3 Oudai street, Aldouki,
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