



*Training Course:  
Certified Training Administrator*

*19 - 23 October 2026  
Vienna (Austria)*

## Training Course: Certified Training Administrator

Training Course code: HR3003 From: 19 - 23 October 2026 Venue: Vienna (Austria) - Training Course Fees: 6050 € Euro

### Introduction

This program, designed by Global Horizon Training Center, focuses on developing the essential capabilities required for effective training administration within modern organizations.

An effective Training Administrator plays a critical role in coordinating all administrative aspects of the training function, while maintaining and enhancing information systems that support proactive employee development. This program provides participants with a comprehensive understanding of training operations, systems, and best practices, enabling them to contribute efficiently to organizational learning and development initiatives.

### Objectives

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

- Provide professional support in planning and organizing training activities
- Understand training systems, processes, and best practices
- Develop strong interpersonal and communication skills
- Coordinate training operations effectively and efficiently
- Build and maintain structured training administration systems

### Target Audience

- Training Administrators and Coordinators
- HR and Learning & Development Support Staff
- Training Assistants and Secretaries
- Employees involved in organizing training activities
- Individuals seeking to build a career in training administration

### Outlines

#### Day 1: The Successful Training Administrator

- Defining the role, responsibilities, and competencies
- Key skills and attributes for success
- Supporting management effectively
- Understanding training policies and organizational strategy

- Staying updated with training trends and developments

#### Day 2: Establishing Training Needs & Managing Information

- Identifying training needs at individual, departmental, and organizational levels
- Structuring and administering training plans
- Understanding the training cycle and supporting systems
- Recognizing different learning styles
- Managing training records, systems, and documentation
- Evaluating training software and data protection considerations

#### Day 3: Organisation and Administration of Training Activities

- Developing efficient administrative systems and procedures
- Managing information and training resources
- Coordinating training events and working with suppliers
- Negotiating with training providers
- Organizing logistics travel, accommodation, venues
- Designing training documentation joining instructions, materials
- Managing pre- and post-training administration
- Introduction to training evaluation processes

#### Day 4: Effective Communication Skills

- Understanding communication styles assertive, aggressive, passive
- Managing difficult situations and stakeholders
- Building professional relationships
- Effective listening and questioning techniques
- Improving communication for coordination and collaboration

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

- Planning, prioritizing, and organizing tasks
- Identifying and managing time wasters
- Building professional credibility and trust
- Managing internal customer expectations
- Personal development planning and action planning

## 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.