



*Conference:
Essential Skills for Effective Training*

*14 - 18 December 2026
Madrid (Spain)*

Conference: Essential Skills for Effective Training

Conference code: CO8046 From: 14 - 18 December 2026 Venue: Madrid (Spain) - Conference Fees: 6300 € Euro

Introduction

This program provides participants with the essential knowledge and practical skills required to effectively support and manage training administration activities. It focuses on training systems, records management, communication skills, and administrative best practices to enhance the efficiency of training and employee development functions.

Objectives

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

- Understand the role and responsibilities of the training administrator
- Develop effective systems for managing training activities and records
- Coordinate internal and external training programs efficiently
- Design and manage training documents and course materials
- Improve communication and interpersonal skills
- Organize work priorities and manage time effectively
- Maintain professional relationships with internal and external stakeholders
- Support organizational training and development objectives effectively

Target Audience

- Training Administrators
- HR & Training Coordinators
- Learning & Development Assistants
- HR Officers
- Training Support Staff
- Administrative Professionals involved in training functions
- Personnel responsible for organizing training activities

Outlines

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

Day 3: Training Records and Information, Organisation and Administration

- Maintaining records, systems, and libraries
- Assessing training records software - data protection implications
- Identifying effective routines and administrative systems - simplifying procedures and utilizing checklists
- Storing information, books, videos, etc - administering access

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 Conference: Essential Skills for Effective Training

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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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 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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