



*Conference:  
Preparing and Developing Training Specialist  
and Coordinators*

*6 - 10 July 2026  
London (UK)*

## Conference: Preparing and Developing Training Specialist and Coordinators

Conference code: CO8062 From: 6 - 10 July 2026 Venue: London (UK) - Conference Fees: 6300 € Euro

### Introduction

This practical conference is designed for professionals involved in training and development who need a comprehensive understanding of the modern training cycle and training management processes. It focuses on training needs analysis, competency-based learning, performance evaluation, supplier management, and demonstrating the value of training within organizations. Participants will gain hands-on knowledge and practical tools to effectively manage, prioritize, and evaluate training activities and systems.

### Objectives

At the end of this conference delegates will be able to:

- Write learning objectives and be able to do specifications for internal and external use
- Know how to prioritize training and be able to convincingly explain the process to others
- Know how to identify competency gaps and to measure training results from competency-based training
- Know what to look for when sourcing external suppliers and how to get the best value
- Understand the role responsibilities of the 4 key jobs in training and be able to explain this to others
- Explain to others how training adds value and show practical examples in both the Public and Private Sectors.

### Target Audience

- Training and Learning & Development Professionals
- HR and Organizational Development Specialists
- Training Coordinators and Training Administrators
- Training Managers and Supervisors
- Professionals responsible for competency development and workforce learning
- HR Officers involved in employee development planning
- Individuals managing internal and external training providers
- Organizational Development and Performance Improvement Professionals
- Professionals seeking to improve training systems and evaluation methods
- Organizations aiming to strengthen employee development and training effectiveness

### Outlines

Day 1: How People Learn and What Interferes with the Learning Process

- Introduction and program objectives
- How adults learn - discussion
- Motivators to the learning process
- Learning styles - demonstration and questionnaire
- How personality plays such an important role in learning
- Reasons why people find it difficult to learn - exercise

- Medical impediments to learning no matter how good the training is
- Latest data on memory - and what we can do to improve it - demonstration

#### Day 2: The Role and Function of Today's Training Departments

- Group exercise - what does training do?
- The roles within training
- The new training activities map - discussion
- So who should do what in training - group exercise
- Feedback from exercise
- Should training be a profit center and how should it demonstrate value?
- Training role in other matters - succession planning
- Business emergency procedures - exercise

#### Day 3: The Two Principle Training Requirements - Competency & Performance

- Competency - The History
- How competencies are constructed - practical exercise
- How much training comes from competency requirements
- Measuring before and after results of competency-based training
- What is performance
- Types of performance-based training - group exercise
- How to measure and evaluate performance-based training
- DVD - Training in action - group feedback and review

#### Day 4: The Training Cycle - 2011 and Beyond

- How training is identified - group exercise
- A new and easier approach to Training Needs Analysis
- DVD on TNA - discussion
- How to cost training - easy method - demonstration
- Keeping accurate training records - what's needed and new software
- How to prioritize all training - group exercise
- Prioritizing training - feedback and process needed
- How much value is in training - Case study and results

#### Day 5: Getting the Best from Internal and External Training Providers

- Understanding Learning Objectives
- How to write learning objectives - group exercise
- Short cut easy way to write competency-based learning objectives
- How would you measure performance-based learning objectives - discussion
- Should high-level training results be rewarded?
- A professional evaluation tool should you need one
- Review of progress to date - your presentations

## Registration form on the Conference: Preparing and Developing Training Specialist and Coordinators

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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
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### Easy Ways To Register

Telephone:  
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info@gh4t.com  
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