



*Training Course:
Certified Training Co-ordinator*

*31 August - 4 September 2026
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Certified Training Co-ordinator

Training Course code: HR3038 From: 31 August - 4 September 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

In modern organizations, the effectiveness of the training function depends not only on content quality but also on **efficient coordination, structured administration, and seamless execution**. The Training Co-ordinator plays a critical operational role in ensuring that learning initiatives are delivered professionally, on time, and aligned with organizational development objectives.

The **Certified Training Co-ordinator** program is designed to equip participants with the essential administrative, organizational, and interpersonal skills required to support and enhance training activities. It provides a comprehensive understanding of training systems, coordination processes, and best practices, enabling participants to operate proactively and contribute effectively to employee development initiatives.

Participants will develop the ability to manage training logistics, maintain robust information systems, and communicate professionally with all stakeholders, ensuring the overall success of training programs.

Program Objectives

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

- Identify the role and key responsibilities within the training department
- Establish and manage effective administrative systems for training programs
- Develop and maintain accurate and efficient training information systems
- Design professional training documentation joining instructions, agendas, evaluations
- Communicate clearly and professionally with stakeholders
- Support Training Needs Analysis TNA processes
- Organize and prioritize training tasks effectively
- Enhance personal productivity and professional image

Target Audience

- Training Administrators and Coordinators
- Training Managers and Supervisors
- Training Assistants and Officers
- Course Secretaries and Administrative Staff
- HR Officers involved in Learning & Development
- Individuals seeking to build confidence and capability in training coordination

Training Outline

Day 1: The Successful Training Co-ordinator

- Role and responsibilities of the Training Co-ordinator
- Key competencies, skills, and professional attributes
- Understanding management expectations and providing effective support
- Training policies and alignment with organizational strategy
- Keeping up to date with training trends and developments

Day 2: Establishing Training Needs and Planning

- Introduction to Training Needs Analysis TNA
- Identifying training needs at individual, departmental, and organizational levels
- Structuring and administering training plans
- Understanding the training cycle Analysis □ Design □ Delivery □ Evaluation
- Learning styles and their implications for training coordination

Day 3: Effective Communication Skills

- Principles of effective face-to-face communication
- Understanding behavioral styles assertive, passive, aggressive
- Managing difficult or uncooperative individuals
- Building strong professional relationships
- Effective listening and questioning techniques
- Enhancing communication to support training success

Day 4: Training Records, Systems & Administration

- Designing and maintaining training records and databases
- Managing training information systems and documentation
- Overview of training management software and data protection considerations
- Developing efficient administrative systems and checklists
- Managing training resources and learning materials
- Ensuring accuracy, compliance, and accessibility

Day 5: Personal Effectiveness & Time Management

- Planning, prioritization, and organization techniques
- Identifying and controlling time wasters
- Managing multiple tasks and deadlines effectively
- Building trust and professional credibility
- Meeting internal customer expectations
- Developing a personal action plan for continuous improvement

Registration form on the Training Course: Certified Training Co-ordinator

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Company Information

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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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