



*Training Course:
Certified Training Co-ordinator*

*23 - 27 November 2026
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Certified Training Co-ordinator

Training Course code: HR3038 From: 23 - 27 November 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

An effective training administrator coordinates the administrative activities of the training function, maintaining and developing information systems to enable the department to operate proactively in employee development and training.

This program is designed to ensure that delegates are:

- Equipped with the essential skills to confidently give expert support in the planning and preparation of training events
- Provided with a good knowledge of training systems, best practices, and the interpersonal skills necessary to build positive relationships

Target Audience:

- Training administrators
- Training managers
- Secretaries
- Training assistants
- Course secretaries who are new to the position
- Individuals who are looking to build their confidence and contribution.
- Any other employees who wish to learn more about this subject

Objectives

- Identify the role and principal activities within the training department
- Establish and develop a comprehensive administration system for internal and external training courses
- Develop and maintain an efficient information system on training courses
- Design and use quality documents: joining instructions, course programs, course notes, and course questionnaires
- Write clear and concise letters and memos

- Communicate effectively with all contacts and maintain a professional image
- Organize work systematically on the basis of priorities

Methodology

- There are detailed presentations from a role model expert trainer supporting each of the topics together with interactive sessions of discussion.
- There will also be many practical sessions where delegates have the opportunity to practice and learn by experience. Small group work, exercises, and feedback will all be used to facilitate learning and develop skills, enhancing confidence at the same time.

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, department, 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

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 4

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 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 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

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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