



*Training Course:
Certified Training Administrator*

*16 - 20 November 2026
Lisbon (Portugal)*

Training Course: Certified Training Administrator

Training Course code: HR3003 From: 16 - 20 November 2026 Venue: Lisbon (Portugal) - 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):
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 Personal E-Mail:
 Official E-Mail:

Company Information

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 Address:
 City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
 Position:
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 Personal E-Mail:
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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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