



*Training Course:
Certified Training Coordinator*

*21 - 25 September 2026
Geneva (Switzerland)*

Training Course: Certified Training Coordinator

Training Course code: HR236564 From: 21 - 25 September 2026 Venue: Geneva (Switzerland) - Training Course Fees: 6050 € Euro

Introduction

The Certified Training Coordinator program, designed by Global Horizon Training Center, is a comprehensive professional development program that equips participants with the knowledge, skills, and practical tools required to effectively coordinate, administer, and manage corporate training and learning initiatives. As organizations increasingly recognize the importance of continuous learning and workforce development, the role of the Training Coordinator has evolved into a strategic function that ensures learning activities align with organizational objectives, competency requirements, and business performance.

This intensive five-day program provides participants with a practical understanding of the complete training management cycle—from identifying organizational training needs and preparing annual training plans to coordinating logistics, managing training providers, monitoring budgets, evaluating learning outcomes, and measuring the effectiveness and return on investment ROI of training initiatives. Participants will also explore best practices in Learning & Development L&D, digital learning technologies, competency-based training, compliance requirements, and professional communication with internal and external stakeholders.

Through real-world case studies, hands-on workshops, group discussions, and practical exercises, participants will gain the confidence to manage training programs efficiently while contributing to the organization's strategic learning objectives.

Objectives

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

- Understand the strategic role and responsibilities of a Certified Training Coordinator.
- Conduct effective Training Needs Analysis TNA using organizational and individual performance data.
- Develop annual corporate training plans aligned with business objectives.
- Coordinate internal and external training programs efficiently.
- Prepare and manage training budgets and monitor training expenditures.
- Manage relationships with training providers, consultants, and external vendors.
- Organize training logistics, participant registration, and learning documentation.
- Apply competency-based learning and development principles.
- Monitor employee learning progress and maintain accurate training records.
- Utilize Learning Management Systems LMS and digital learning tools.
- Evaluate training effectiveness using internationally recognized evaluation models.
- Measure training return on investment ROI and prepare executive training reports.
- Ensure compliance with organizational policies and regulatory training requirements.
- Develop continuous improvement strategies for organizational learning.

Course Methodology

The program utilizes a highly interactive and practical learning approach, including:

- Instructor-led presentations
- Interactive workshops
- Group discussions
- Individual and team exercises
- Case studies
- Practical Training Needs Analysis TNA activities
- Annual training plan development workshops
- Budget planning simulations
- Vendor evaluation exercises
- Training coordination simulations
- Training evaluation and ROI calculations
- Knowledge assessments
- Action planning sessions

Organizational Impact

Upon successful completion of this program, organizations will benefit from:

- Better alignment between training initiatives and strategic objectives.
- Improved planning and coordination of corporate learning activities.
- Enhanced employee competency development.
- More efficient utilization of training budgets.
- Standardized training administration processes.
- Stronger relationships with external training providers.
- Improved compliance with regulatory and mandatory training requirements.
- Higher employee engagement and participation in learning programs.
- Better measurement of learning effectiveness and business impact.
- Increased return on investment from organizational training initiatives.

Target Audience

This program is designed for:

- Training Coordinators
- Learning & Development Coordinators
- HR Officers
- HR Specialists
- Learning & Development Officers
- Talent Development Professionals
- Training Administrators
- HR Business Partners
- Corporate Training Officers

- Employee Development Specialists
- Workforce Development Professionals
- Individuals responsible for coordinating organizational learning programs

Outline

Day One: Foundations of Training Coordination and Learning & Development

- The evolving role of the Training Coordinator
- Strategic importance of Learning & Development L&D
- Corporate learning frameworks
- Adult learning principles
- Roles and responsibilities of Training Coordinators
- Competency-based learning concepts
- Understanding organizational learning culture
- Overview of the training lifecycle
- Ethical responsibilities in training administration
- Communication and stakeholder management skills
- Practical Exercise: Mapping the Training Coordination Process

Day Two: Training Needs Analysis TNA and Training Planning

- Understanding organizational competency requirements
- Identifying skill gaps
- Organizational, departmental, and individual TNA
- Collecting and analyzing training data
- Performance appraisal as a source of training needs
- Competency frameworks
- Prioritizing training requirements
- Developing annual training plans
- Preparing training calendars
- Aligning training plans with business objectives
- Workshop: Developing a Complete Annual Training Plan

Day Three: Training Administration, Coordination and Vendor Management

- Managing the training administration process
- Internal versus external training programs
- Selecting training providers
- Vendor evaluation criteria
- Request for Proposal RFP preparation
- Coordinating trainers and facilitators

- Participant registration and communication
- Venue and logistics management
- Virtual classroom coordination
- Learning Management Systems LMS overview
- Managing training records and documentation
- Workshop: Coordinating a Multi-Day Corporate Training Event

Day Four: Budget Management, Training Evaluation and ROI

- Developing training budgets
- Monitoring training expenditures
- Cost-benefit analysis
- Measuring training efficiency
- Training evaluation methods
- Designing evaluation forms
- Applying the Kirkpatrick Evaluation Model
- Introduction to Phillips ROI Methodology
- Preparing executive training reports
- Training dashboards and KPIs
- Workshop: Evaluating Training Effectiveness and Calculating ROI

Day Five: Continuous Improvement, Compliance and Professional Excellence

- Corporate learning governance
- Compliance and mandatory training management
- Training policies and procedures
- Managing training databases
- Digital transformation in Learning & Development
- Artificial Intelligence applications in training coordination
- Continuous improvement of training processes
- Risk management in training operations
- Developing personal competencies as a Training Coordinator
- Building a career in Learning & Development
- Final Practical Case Study: Designing and Managing a Complete Organizational Training Program
- Course review and assessment
- Personal action planning
- Program wrap-up and certification ceremony.

Registration form on the Training Course: Certified Training Coordinator

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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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 Address:
 City / Country:

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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