



*Conference:
Essential Skills for Effective Training
Administration*

*15 - 19 February 2027
Kuala Lumpur (Malaysia)*

Conference: Essential Skills for Effective Training Administration

Conference code: CO8082 From: 15 - 19 February 2027 Venue: Kuala Lumpur (Malaysia) - Conference Fees: 6300 € 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 practice, and the interpersonal skills necessary to build positive relationships

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

Target Audience

- Training Administrators and Training Coordinators
- HR Assistants and HR Administrators
- Learning & Development Support Staff
- Training Officers and Training Assistants
- Office Administrators supporting training departments
- Professionals involved in training logistics and documentation
- Administrative staff transitioning into L&D roles
- Organizational support staff responsible for training records and systems
- Individuals responsible for coordinating internal and external training events
- Anyone seeking to build a career in training administration and support functions

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, departmental 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: 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 4: 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 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 Conference: Essential Skills for Effective Training Administration

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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
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