



*Training Course:
Enhancing the Skills of Training Coordinators*

*25 - 29 January 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Enhancing the Skills of Training Coordinators

Training Course code: HR3037 From: 25 - 29 January 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

Training Coordinators are no longer confined to logistical support—they are increasingly expected to ensure that training initiatives **directly address performance gaps and contribute to measurable business outcomes**. This shift requires a deeper understanding of Training & Development T&D strategy, learning methodologies, and evaluation frameworks.

The **Enhancing the Skills of Training Coordinators** program is designed to elevate the role from administrative coordination to **performance-driven training facilitation and strategic support**. Participants will acquire the tools and techniques necessary to align training with business needs, influence stakeholders, and ensure that learning interventions deliver tangible results.

The program integrates **training cycle mastery, learning design principles, evaluation techniques, and performance analysis**, enabling participants to operate as proactive contributors to organizational capability development.

Program Objectives

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

- Analyze the contribution of Training & Development to organizational performance
- Reposition training functions using a **measurable and results-driven approach**
- Develop a comprehensive competency profile for Training Coordinators
- Apply advanced Training Needs Analysis TNA techniques
- Utilize a **4-quadrant performance analysis model** to diagnose performance gaps
- Implement the full **10-step training cycle effectively**
- Design and apply validation and evaluation methodologies
- Develop actionable training plans aligned with business priorities

Target Audience

- Training Coordinators and Training Administrators
- Learning & Development Officers
- HR professionals involved in training coordination
- Training Managers and Supervisors
- Professionals seeking to enhance their impact in T&D roles

Training Outline

Day 1: Designing Training to Support Business Needs

- Program introduction and objectives
- Organizational change and its impact on training
- Strategic positioning of Training & Development
- Aligning training initiatives with business objectives
- Measuring training contribution to organizational success
- Case studies: High-impact training strategies
- Review and key takeaways

Day 2: Developing the Training Coordinator Role

- Defining the competencies of an effective Training Coordinator
- Skills and attributes required for success
- Understanding how adults learn
- Learning styles and their practical application
- Planning training resources short, medium, long term
- Managing change in training environments
- Personal development planning for coordinators

Day 3: Training Needs Analysis TNA

- Linking Training & Development to business performance
- Corporate-level TNA methodologies
- Departmental and team-level needs analysis
- Team Development Planning TDP
- Personal Development Plans PDPs
- Integration with manpower and talent management strategies
- Case study: Organizational TNA framework

Day 4: Validation & Evaluation Techniques

- Designing structured and outcome-driven training programs
- Applying the [10-step training model](#)
- Validation techniques to ensure training relevance
- Designing effective evaluation tools and surveys
- Measuring training effectiveness reaction, learning, behavior, results
- Presenting evaluation results to stakeholders
- Practical workshop: Evaluation in action

Day 5: Budgeting & Action Planning

- Fundamentals of Training & Development budgeting
- Cost-benefit analysis of training initiatives
- Prioritizing training investments
- Developing individual and organizational action plans
- Translating learning into workplace application
- Final review and program recap
- Certification and CPE points awarding

Registration form on the Training Course: Enhancing the Skills of Training Coordinators

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

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Address:
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Person Responsible for Training and Development

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

- ☐ Please find enclosed a cheque made payable to Global Horizon
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