



*Training Course:
Managing and Coordinating Training Proactively*

*4 - 15 January 2027
Geneva (Switzerland)*

Training Course: Managing and Coordinating Training Proactively

Training Course code: HR3034 From: 4 - 15 January 2027 Venue: Geneva (Switzerland) - Training Course Fees: 9550 € Euro

Introduction

In today's fast-moving and performance-driven organizations, effective training coordination requires more than administrative efficiency—it demands **proactive planning, strategic alignment, and strong management capabilities**. Training coordinators and managers must be able to plan work systematically, manage time and priorities, support decision-making, and adapt to continuous organizational change.

The **Managing and Coordinating Training Proactively** program is a comprehensive development journey designed to strengthen participants' ability to **plan, organize, and execute training and work activities with high efficiency and impact**. It integrates essential management disciplines such as time management, task planning, goal setting, decision-making, and change management.

This program is structured into two integrated modules:

- **Module 1:** Effective Time, Task & Work Planning
- **Module 2:** Goal Setting, Planning & Decision Making

Participants will gain practical tools and frameworks that can be immediately applied to improve productivity, coordination, and overall performance.

Program Objectives

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

- Apply structured frameworks for **planning and prioritizing work**
- Manage time effectively and eliminate productivity barriers
- Develop and implement **work plans and project strategies**
- Set clear goals and performance targets aligned with organizational objectives
- Improve interpersonal communication and collaboration
- Apply decision-making techniques to enhance outcomes
- Manage stakeholders and organizational change effectively
- Balance constraints of **time, cost, scope, and quality** in planning
- Develop proactive approaches to training coordination and management

Target Audience

- Training Coordinators and Training Managers
- Team Leaders and Supervisors
- HR and Learning & Development Professionals

- Administrative and operational staff involved in planning and coordination
- Professionals transitioning into managerial or leadership roles

Program Outline

Module 1: Effective Time, Task & Work Planning Days 1-5

Day 1: Our Changing World & Personal Effectiveness

- Understanding change in work and organizational environments
- Personal performance assessment
- Defining personal and professional objectives
- Balancing work and life priorities
- Implications of change on productivity

Day 2: Time Management & Productivity

- Analyzing personal time usage
- Identifying and managing time wasters
- Time logging and prioritization techniques
- Understanding procrastination and how to overcome it
- Impact of time management on team performance

Day 3: Work Planning & Project Management

- Work planning methodologies and frameworks
- Managing constraints: time, cost, quality
- Risk analysis and contingency planning
- Problem-solving techniques in work planning
- Monitoring and adjusting work plans

Day 4: Managing Time Wasters & Operational Efficiency

- Managing paperwork and digital workflow
- Effective meeting and communication management
- Handling interruptions and distractions
- Optimizing use of tools diaries, planners, communication channels

Day 5: Integration & Personal Work Planning

- Practical application of work planning tools
- Testing and refining work plans
- Identifying strengths and improvement areas
- Developing a personal productivity action plan

Module 2: Goal Setting, Planning & Decision Making Days 6-10

Day 6: Foundations of Goal Setting & Planning

- Understanding organizational and individual goals
- Linking goals with organizational strategy
- Assessing current performance and planning capabilities
- Introduction to structured planning processes

Day 7: Planning Management & Resource Allocation

- Integrating goals, scope, and work structure
- Identifying resource requirements
- Risk identification and mitigation techniques
- Communication planning who, what, when, how
- Importance of quality planning

Day 8: Prioritization & Decision Making

- Setting priorities within planning frameworks
- Scheduling and deadline management
- Delegation principles and authority management
- Decision-making models and techniques
- Improving listening and communication skills

Day 9: Teamwork & Collaboration

- Leveraging team strengths and capabilities
- Interpersonal skills for effective teamwork
- Empowering teams through delegation
- Communication strategies for team success
- Collaborative decision-making

Day 10: Change Management & Action Planning

- Understanding organizational and human change
- Managing resistance to change
- Innovation and continuous improvement techniques
- Developing personal and team action plans
- Final program review and implementation roadmap

Registration form on the Training Course: Managing and Coordinating Training Proactively

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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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Address:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
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Payment Method

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