



**SCANDINAVIAN ACADEMY**  
For Training and Development

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# Course: Essential Skills for Effective Training (Professional Training Co Ordinator)

Code	City	hotel	Start	End	price	Hours
212	Madrid (Spain)	Hotel Meeting Room	2025-05-19	2025-05-23	5450 €	25

## 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 programme 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

## WHO SHOULD ATTEND?

- Training administrators, training managers` secretaries, training assistants and course secretaries who are new to the position, or individuals who are looking to build their confidence and contribution. Any other employees who wish to learn more about this subject

## PROGRAMME 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 programmes, course notes and course questionnaires
- Write clear and concise letters and memos
- Communicate effectively with all contacts and maintain a professional image
- Organise work systematically on the basis of priorities

## **TRAINING METHODOLOGY**

There are detailed presentations from a role model expert trainer supporting each of the topics together with interactive sessions of discussion.

There will also be many practical sessions where delegates have the opportunity to practice and learn by experience. Small group work, exercises and feedback will all be used to facilitate learning and develop skills, enhancing confidence at the same time.

## **PROGRAMME OUTLINE**

### **DAY 1 - The Successful Training Administrator**

- Defining the role, skills, qualities and attributes which lead to success
- Maximising your support to your manager - defining their needs
- Training policy and your organisation`s strategy
- Keeping up to date with training issues

### **DAY 2 - Establishing Training Needs**

- Identifying training needs at individual, departmental and organisational 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 utilising check lists
- Storing information, books, videos etc - administering access

### **DAY 4 - Effective Face-to-face Communication**

- Analysing assertive, aggressive and passive behaviour
- 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, prioritising and organising - 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



**The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.