



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Enhancing the Skills of Training Coordinators

Code	City	Hotel	Start	End	Price	Language - Hours
597	Geneva (Switzerland)	Hotel Meeting Room	2025-06-09	2025-06-13	5450 €	En - 25

INTRODUCTION

Training Co-ordinators play a vital role in ensuring any training actually solves the performance gap or need, this conference equips you with the appropriate tools and techniques to manage these issues.

In this conference you will study:

- How to develop the Training Coordinators competence
- How to influence management allowing new skills to be practiced
- The changing needs of business and illustrating/demonstrating results.
- The most appropriate learning styles for individuals
- Training needs analysis, design, validation and evaluation techniques.
- The training and development cycle

CONFERENCE OBJECTIVES

- Analyse how Training & Development contribution to business performance
- Reposition Training & Development by adopting a measured approach
- Examine administration systems and techniques
- Develop a profile for the Training Coordinator role
- Apply a new 4 quadrant analysis model for individual performance issues
- Be able to apply the 10 steps in the training cycle
- Consider action planning for your return to work including training requirements



CONFERENCE METHODOLOGY

The conference will be delivered in an interactive style, using group discussions, and programme material, encouraging active participation, exercises, real life case studies and questionnaires. There will also be the opportunity to discuss individual issues on a one to one basis with the Programme Leader if necessary.

CONFERENCE SUMMARY

The conference is designed to provide the essential skills and knowledge to perform the role of a Training Coordinator competently. The programme also provides the tools and techniques to achieve success analysing the benefits to the organisation. Then moves on to consider how to construct complex training solutions using a flexible approach

CONFERENCE OUTLINE

Designing Training & Development to support Business Needs

- Introduction, programmes objectives and ways of working
- Change in organisations, including case studies.
- Positioning Training & Development to ensure delivering strategic success
- Aligning Training & Development activities to the business needs
- Training & Development activities and organisational success including case studies
- Review of

Clarifying/developing the role of a Training Coordinator

- The skills and attributes of a Training Coordinator - exercise
- How do people learn? When making training decisions - exercise
- Accounting for individuals' learning styles - questionnaire and exercise



- Resources planning - medium and long term requirements
- Managing change - managing your own training and development needs
- Review of

Training Needs Analysis (Corporate vs. Individual needs)

- The relationship between T & D and company performance
- At the Corporate level - including case study
- Departmental and section training needs
- Team development including Planning (TDP)
- Personal Development Plans, manpower/ talent management
- Review of

Examination of Validation and Evaluation Techniques

- Delivering effective structured programmes.
- Application of the 10 step training model using a case study
- The use of Validation Techniques and Methodologies
- How to construct an Evaluation Survey and using learning
- How to present results to best effect - evaluation in action.
- Review of

Budgets and back to work planning

- Understand the Training and Development budget planning process.
- Generating Individual action plans, and agreeing priorities
- Review and programme recap
- Final review, presentation of certificates and awarding of CPE points



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.