SCANDINAVIAN ACADEMY
For Training and Development

Course: Coordinating and supervising the executive departments

Code	City	Hotel	Start	End	Price	Language - Hours
725	Jakarta (Indonesia)	Hotel Meeting Room	2025-04-14	2025-04-18	3950 €	En - 25

Why Attend?

Training departments carry a major responsibility in the organizations which focus on developing employees` knowledge and skills for current and future business needs. Being in charge of a training department requires an understanding of a number of concepts like management, strategy, policies, budget, evaluation and technology. The `Certified Training Manager` course covers such important topics and provides participants with the knowledge and tools to survive the ever growing demands placed on the training function.

Course Methodology

To apply theory, the course incorporates an experiential learning approach that allows participants to individually and collectively develop solutions to case studies, draft budgets, training policies, evaluate surveys and create business requirements for training systems.

Course Objectives

By the end of the course, participants will be able to:

- Describe the key roles and responsibilities of training departments
- Develop a training department mission statement with key result areas and key

performance indicators

- Establish a comprehensive training strategy which includes training policies, procedures, and training plans
- List important steps for developing and administering training budgets
- Identify methods for evaluating the training function
- Conduct a cost benefit analysis for training activities
- Prepare business requirements for a Learning Management System (LMS) and list the necessary system selection steps

Course Outline

Managing a training department

- Defining management
- Key management functions
- Personal assessment and development plan
- Role of the training department in an organization
  - Conducting a `PEST` and `SWOT` analysis
  - Devising a training strategy
  - Training department mission statement
  - Identifying key result areas
  - Training department key performance indicators

Marketing the training function within your organization

Training and development roles

Structure of a training department

Mapping training policies, procedures and training plans

- Importance of training policies
- A look at common training policies
- Drafting training policies
- Components of a training plan
- Partnering with training providers

Establishing a training budget

- Whose responsibility is it
- Budget types and techniques
- Measurement, metrics and budget data
- Eight steps to creating your budget
- Tips for defending your budget
- Examples of training budgets

Evaluating the training function

- Reasons for evaluating the training function
- Key performance indicators
  - Deciding on indicators
  - Monitoring and reporting
- Measuring employees` satisfaction of the training function
  - Evaluation methods
  - Developing the training function`s satisfaction survey
- Evaluating transfer of behavior
- Conducting a cost/benefit analysis
- Reporting return on investment
- Presenting your findings

Selecting and implementing a LMS

- Purpose and importance of LMS

- Existing types and technology
- Common features
- Business requirements
- Defining the selection process
- Examples and comparison of LMS

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.