



## Human Resource & Training



**SCANDINAVIAN ACADEMY**  
Training and Development

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# Course: Design, Execute & Evaluate Training Programs

| Code | City                | hotel              | Start      | End        | price  | Hours |
|------|---------------------|--------------------|------------|------------|--------|-------|
| 301  | Vienna<br>(Austria) | Hotel Meeting Room | 2024-05-20 | 2024-05-24 | 5450 € | 25    |

## The programs Objective

Provide participants with essential knowledge about training, and improve their managerial and behavioral skills to enable them in using professional methods to increase the effectiveness of training activities management

## Participants

Training divisions managers, sections chiefs and specialist in training divisions, and candidates to fill up those positions

## Out line

- Training management role in identifying work problems
- Planning the training activities
- Identifying training needs
- The Required activities to execute and manage training programs
- Following up and evaluating the training programs
- Following up and evaluating the trainees
- Calculating training cost elements, and measuring their cost effectiveness
- Estimating the training outcomes



**The Scandinavian Academy 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 buffet sessions for light meals during lectures.