



**SCANDINAVIAN ACADEMY**  
For Training and Development

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# Course: Essential Skills for Effective Training Administration

Code	City	hotel	Start	End	price	Hours
590	Berlin (Germany)	Hotel Meeting Room	2024-06-10	2024-06-14	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 is a key role to help with the management of a complex function and involves several skill areas. This course provides the “How to do it” approach in a logical and practical way.

- Practical solutions for everyday use
- Techniques to prioritise training requests
- Opportunity to practice new techniques in a relaxed environment

## Objectives

At the end of the training delegates will be able to:

- Use a training schema to plan and execute training in an efficient way
- Use a priority system for all training requests
- Be able to set up training facilities in a professional way
- Be able to specify external training using a competency framework approach
- Master training records



- Equipped with the essential skills to confidently give expert support in the planning and preparation of training events

## Training Methodology

This is a very practical programme, use of case studies, group work and interactive sessions will make the learning experience very relaxed and productive.

## Organisational Impact

**The significant benefit the organisation will get by supporting this programme is:**

- Professionally qualified staff
- A common approach using the latest methods
- Methodologies taught are well documented and will be easy to audit for efficiency
- The delegates will be able to prioritise training using a new process and also to cost training by category.
- This programme will bring structure and a process to most existing training activities
- This course represents a high ROI

## Personal Impact

**Delegates who attend this program will:**

- Gain essential overview of how training departments function
- Get the very latest innovation and practices that will add value to the training function
- Gain confidence by getting thorough understanding of how things work and why things need to be done in a certain way



- Improve your competence in this important field.

## Who Should Attend?

- Training administrators, training coordinators, training managers' secretaries, training assistants and course secretaries who need to learn more about the position
- Individuals who are looking to build their confidence and contribution.

## Programme Outline

### Day 1 - The Successful Training Administrator

- Seminar Introduction and objectives
- Defining the role, skills, qualities and attributes which lead to success
- Maximising your support through using the right skillset
- Training policy and your organisation's strategy
- Understanding key terms in use in training
- The use of a process - the training schema
- Keeping up to date with training issues



## **Day 2 - Establishing Training Needs**

- Identifying training needs – specifically competencies
- Training needs analysis for competencies
- How competencies are measured
- TNA exercise
- Other TNA at Corporate, Department, team and individual level
- 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, Evaluation and Information**

- What needed for performance based training – from TNA to evaluation
- Evaluating competency based training
- Maintaining records, systems and libraries
- Coding training to make your job easier
- Maximising your time by linking training to the training schema
- Day to day records that need to be kept
- End of day review



#### **Day 4 - Organisation and Administration**

- Managing training resource libraries
- Manuals, tutors manuals and visual aids
- Understanding copyright with respect to training materials
- What you can and can't do with copying DVD's
- How DVD's are used in training - demonstration
- Setting up for training seminars - how big should the room be?
- How to calculate screen size and sound requirements -practical
- End of day review

#### **Day 5 - Managing Training Events and Dealing with Suppliers**

- Identifying unusual training needs and possible solutions
- Negotiating the best deal for your needs - promoting training activities
- Organising travel and accommodation
- Checklists for training rooms
- Pre- and post-seminar administration/document design - joining instructions and seminar hand-outs
- Training evaluation - internal and external
- How to specify training if you use external providers
- Formulating a personal action plan
- End of day review



**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.