ROBUST
Consuting & Development

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Managing & Coordinating Training Proactively

Date	Venues	($)Fees	Book your seat
20 Apr -24 Apr 2025	Cairo	2950	[Register Now](#)

Course Overview

In this course we will distinguish between the proactive/strategic approaches of managing training and the traditional/reactive approach, and use appropriate methods to identify training needs and design and conduct a training needs analysis.

Course Objective

- Analyze the components of human performance and determine how managers and/or the corporate culture may enhance performance.
- Evaluate the effectiveness of training.
- Specify how Training & Development can contribute to the business
- Recommend improvements to the way Training & Development is positioned in their organisations * Be able to use latest administrative and systems techniques
- Describe how best practice of a Training Coordinator should apply to them in their situation
- Demonstrate in-depth personal learning and new skills and methods for identifying training needs, and understand the evaluation model and how it works
- Take away for implementation in their organization an action plan for implementation which should significantly improve efficiency

Who Should Attend?

Training and development employee involved in the process of training needs analysis, coordinating and organizing training programs, and evaluating the results of training.

Course Outline

- The proactive and strategic role of training
- The contribution of training & development to the business
- Managing information resources –the impact on the training coordinator
- The role of the training coordinator
- Using the new evaluation and quality control model
- Developing the role of the training co-ordinator
- Improving performance
- Evaluating training

Training Methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise

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- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays