

## Managing & Coordinating Training Proactively

Date	Venues	(\$) Fees	Book your seat
22 Dec -26 Dec 2024	Kuala Lumpur	3499	<a href="#">Register Now</a>

### 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

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