

# MANAGING THE TRAINING & DEVELOPMENT FUNCTION



## PROGRAMME OVERVIEW

Developing talent is a crucial part of any organisation's remit, and drawing out the skills of individuals greatly improves an organisation's performance. Learning and Development and Human Resources departments are often tasked to help people understand what their best talents are, and how these can best be deployed to mutual benefit within the organisation. The main objective of this programme is to examine the key issues facing Human Resource Managers as new developments and techniques emerge. It highlights the importance of training to organisational success; the use of presentation and facilitation techniques that meet operational needs and the skills required of professional trainers.

COURSE CODE: HRM 9002

## WHO SHOULD ENROL?

Personnel from Human Resources Management and Learning and Development departments.

## BENEFITS OF ATTENDING

At the end of the programme, you will be able to:

- Raise the credibility of their training and development function and take on a change agent role
- Apply a consistent approach to the management of your training and development function
- Prioritise and use appropriate resources to achieve effectiveness and efficiency in the training and development budget
- Show ways to harness training and development, and learning initiatives to raise individual and organisational performance
- Design leading-edge training, development and learning strategies, policies and events, marketing approaches, and evaluation processes
- Advise managers and staff on how to address performance problems
- Deliver structured and confident presentations

## PROGRAMME OUTLINE

- **Introduction:** role of the Training Administrator - qualities, skills and attributes required
- **Training plans:** organisational and individual needs analysis, inputs to the training plan, structure and administration of the training
- **Team focus:** choosing the team and support network, co-operation from others and raising awareness for training
- **Training records management:** keeping a records system for training activities, data protection, using computer software
- **Promoting training activities:** identifying training needs and their possible solutions
- **Administration:** setting the right procedures, pre and post course administration
- **Internal and external communication systems:** listening and questioning effectively

## COURSE STRUCTURE AND COST

Delegates will attend this 1 week course between 09:30 and 17:00 daily.

**Cost:** £2,500/delegate