

COURSE OVERVIEW HM0381 Certified Training Manager

Course Title

Certified Training Manager

Course Date/Venue

August 25-29, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference

HM0381

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

Training departments carry a major responsibility in the organizations which focus on developing employees' knowledge and skills for current and future business needs. Being in charge of a training department requires an understanding of a number of concepts like management, strategy, policies, budget, evaluation and technology. This course covers such important topics and provides participants with the knowledge and tools to survive the ever-growing demands placed on the training function.



This course is design to provide participants with a detailed and up-to-date overview of training management. It covers the training management function; the essential functions of training management; the key management functions and developing the management skills; the training function and organizational strategy; the mission statements and key result areas; establishing personal objectives and recognizing key activities; the performance standards and objectives; the change process and the three (3) stages of training; and the training needs analysis, systematic approach to training and assessment of training needs.





Further, the course will also discuss the organization and planning of training needs study; the design and implementation of survey; the training needs survey analysis and report; making a persuasive training needs presentation; designing an effective training and identifying the ten steps of effective training; the benefits of planning and how to produce a training project plan; the work breakdown structure, Gantt charts (Bar charts) and network analysis diagram; managing the training budgets, maintaining control and cost information and drawing up a costing matrix; profiling the cash flow, producing a cash flow curve and identifying the management tool of budget reports; choosing the right learning opportunity, identifying and improving the learning style and learning and developing opportunities; and selecting the right trainer for the training department.

During this interactive course, participants will learn to apply effective selection of candidates and avoid bias and distortion in selection interviews; overcome the problems and set yourself up for success; apply planned approach to selection and make a choice; prepare and write training material; identify the audience and vary the training methods and media; carryout training methods and media review sheet, training methods development plan and material bench testing; deliver a training session, make an effective presentation and list the three ingredients of communication; develop training skills; conduct the discussion; identify the benefits of on-the-job-training; identify what are involved in on-the-job-training; plan the session and put learning into practice; evaluate the effectiveness of training; set up trainees for success; apply continuous professional development; and recognise the competencies required by trainers and developers.

Course Objectives

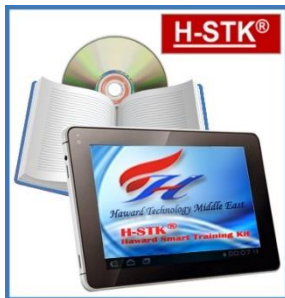
Upon the successful completion of the course, each participant will be able to: -

- Get certified as a “*Certified Training Manager*”
- Identify the training management function including the essential functions of training management, the key management functions and developing the management skills
- Carryout training function and organizational strategy and discuss mission statements, identify the key result areas, establish personal objectives and recognize key activities, performance standards and objectives
- Illustrate change process and the three (3) stages of training
- Employ training needs analysis, systematic approach to training and assessment of training needs
- Organize and plan training needs study and design and implement survey
- Perform training needs survey analysis and report as well as make a persuasive training needs presentation
- Design an effective training and identify the ten steps of effective training
- Recognize the benefits of planning and how to produce a training project plan
- Illustrate work breakdown structure, Gantt charts (Bar charts) and network analysis diagram
- Manage training budgets, maintain control and cost information and draw a costing matrix
- Profile the cash flow, produce a cash flow curve and identify the management tool of budget reports



- Choose the right learning opportunity, identify and improve the learning style and learn and develop opportunities
- Select the right trainer for the training department, apply effective selection of candidates and avoid bias and distortion in selection interviews
- Overcome the problems and set yourself up for success
- Put it all together, apply planned approach to selection interviews and make a choice
- Prepare and write training material, identify the audience and vary the training methods and media
- Carryout training methods and media review sheet, training methods development plan and material bench testing
- Deliver a training session, make an effective presentation and list the three ingredients of communication
- Develop training skills, conduct the discussion and identify the benefits of on-the-job-training
- Identify what are involved in on-the-job-training, plan the session and put learning into practise
- Evaluate the effectiveness of training, set trainees up for success, apply continuous professional development and recognize the competencies required by trainers and developers

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides a basic overview of all significant aspects and considerations of training management for existing or aspiring training managers, specialists, team leaders, training managers and line managers who have a direct interest to pursuing a career as a training manager.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours: -

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.



Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "Certified Training Manager". Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-





- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

* Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *

Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEUs

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-23

HTME No. 74852

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HM0381	Certified Training Manager	November 10-14, 2023	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

TRUE COPY

Jaryl Castillo
Academic Director

Haward Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2018 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | E-mail: info@haward.org | Website: www.haward.org

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Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- 
Society for Human Resource Management (SHRM-USA)

Haward Technology Middle East is recognized by the **Society for Human Resource Management (SHRM-USA)**, the world's largest association devoted to human resource management, to offer programs that qualify for recertification credits for the SHRM Certified Professional (**SHRM-CP®**) and SHRM Senior Certified Professional (**SHRM-SCP®**) credentials.


As a member of the SHRM Recertification Provider network, Haward Technology will be able to award Professional Development Credits (PDCs) for its programs that relate to the SHRM Body of Competency and Knowledge (SHRM BoCK™).

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP is a **Senior Human Resource & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **People Management Essentials, Strategic Recruitment, Interviewing & Selection, Human Capital Asset Management, Human Resource Development, Human Resource Management, Career Development & Succession Planning Strategies, HR Management System, Human Relation Skills & EQ Intelligence, Project Management, Project Delivery & Governance Framework, Project Management Systems, Project Management Practices, Project Management Disciplines, Project Risk Management Contract Management & Tendering, Tender Development, Contract Standards & Laws, Bidder Selection & Tender Evaluation, Dispute Resolution, and Risk Identification**. Further, he is also well-versed in **Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Presentation Skills, Problem Solving & Decision Making, Preventive Actions, Situation Analysis, Crisis Management, Decision Making, Strategic Human Resources Management, Change Management, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation, Leadership Orientation, Coaching Skills, Negotiation Skills, Strategic Planning, Time Management, Risk Analysis & Risk Management, Stress Management, Inventory Management and Financial Administration**. He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Scrum Master Trainer** by the VMedu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 25th of August 2024

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	The Training Management Function <i>What are the Essential Functions of Training Management? • Key Management Functions • Developing Your Training Management Skills • Checklist</i>
0930 – 0945	<i>Break</i>
0945 – 1030	The Training Function & Organisational Strategy <i>Mission Statements • Identifying the Key Result Areas • Establishing Personal Objectives • What are Your Key Activities? • Performance Standards & Objectives • Checklist</i>
1030 – 1200	Training & The Wider Environment <i>Why Do We Train • An Overview of the Change Process • Stage One- Where are We Now? • Stage Two- Where Would We Like to Be? • Stage Three- How Do We Get There? • What can We Do Next? • Checklist</i>
1200 – 1215	<i>Break</i>
1215 – 1420	Training Needs Analysis <i>Training Needs Analysis in a Nutshell • A Systematic Approach to Training • Assessment of Training Needs • What Should a Training Needs Analysis Cover? • A Model for Action • Organising & Planning the Training Needs Study • Design & Implementation of the Survey • Training Needs Survey - Analysis & Report • Making a Persuasive Training Needs Presentation • Checklist</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2: Monday, 26th of August 2024

0730 – 0930	Designing Effective Training - An Overview <i>What is Design? • Ten Steps to Effective Training • Checklist</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Planning to Meet Your Needs <i>What is a Plan? • The Benefits of Planning • How Do I Produce a Training Project Plan?</i>
1100 – 1200	Planning to Meet Your Needs (cont'd) <i>Work Breakdown Structure • Gantt Charts (Bar Charts) • Network Analysis Diagram • How can I Shorten the Time it Will Take to Complete the Training Project? • Identifying Responsibilities • Checklist</i>

1200 – 1215	Break
1215 – 1420	Managing Training Budgets Maintaining Control & Cost Information • What is Budget Management? • What are the Benefits? • Drawing Up a Costing Matrix • Profiling the Cash Flow • Producing a Cash Flow Curve • Budget Reports a Management Tool • Checklist
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 3: Tuesday, 27th of August 2024

0730 – 0930	Choosing the Right Learning Opportunity What is Learning? • What is Your Experience? • What is Your Learning Style? • Identifying & Improving Your Learning Style • Learning & Development Opportunities • Checklist
0930 – 0945	Break
0945 – 1100	Selecting the Right Trainer for Your Training Department Effective Selection of Candidates • Bias & Distortion in Selection Interviews • How to Overcome the Problems • Set Yourself up for Success • Putting it All Together • A Planned Approach to Selection Interviews • Making Your Choice • Summary • Checklist
1100 – 1200	Preparing Your Material How Do I Decide What to Teach? • What is the Purpose of the Training Session? • Who are Your Audience? • Why are You Giving the Training? • What are You Going to Talk About?
1200 – 1215	Break
1215 – 1420	Preparing Your Material (cont'd) Where are you Running the Event? • When Will the Training Take Place? • How are you Going to Structure the Talk? • Writing & Using Your Brief • Checklist
1420 – 1430	Recap
1430	Lunch & End of Day Four

Day 4: Wednesday, 28th of August 2024

0730 – 0930	Writing Training Materials Written Communication • How to Write Effective Training Materials • Vary Your Training Methods & Media • Training Methods & Media Review Sheet
0930 – 0945	Break
0945 – 1100	Writing Training Materials (cont'd) Training Methods Development Plan • Bench Test Your Material • Checklist
1100 – 1200	Delivering a Training Session How to Make an Effective Presentation The Three Ingredients of Communication • Checklist
1200 – 1215	Break
1215 – 1420	Developing Training Skills Lectures • Questioning • Discussion Groups • Conducting the Discussion • Checklist
1420 – 1430	Recap
1430	Lunch & End of Day Six

Day 5: Thursday, 29th of August 2024

0730 – 0930	On-The-Job Training What are the Benefits? • Possible Disadvantages • What is Involved in On-The-Job Training?
0930 – 0945	Break
0945 – 1100	On-The-Job Training (cont'd) Plan Your Session • Put Learning into Practise • Checklist

1100 – 1200	How Do I Evaluate the Effectiveness of Training? <i>Setting the Trainees Up for Success • Evaluation • Bibliography • Checklist</i>
1200 – 1215	Break
1215 – 1300	Continuous Professional Development <i>What are the Benefits of Continued Development for Developers? • Competencies Required by Trainers & Developers • Checklist</i>
1300 – 1315	Course Conclusion
1315 – 1415	COMPETENCY EXAM
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org