



COURSE OVERVIEW HM0121-10D

Enhancing the Skills of Training Coordinators and Administration

Course Title

Enhancing the Skills of Training Coordinators and Administration

Course Date/Venue

April 28-May 09, 2024/TBA Meeting Room, Carlton Downtown Hotel, Sheikh Zayed Road, Dubai, UAE

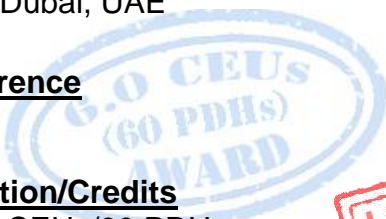
Course Reference

HM0121-10D

Course Duration/Credits

Ten Days/6.0 CEUs/60 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.



This course is designed to provide participants with a detailed and up-to-date overview of enhancing the skills of training coordinators and administration. It covers the training function, component elements of training, juxtaposition of training, education and learning within the industry base; the levels and types of training; the training organizational structure and training as a human resource system; positioning the training and development to ensure delivering strategic success; aligning training and development activities to the business needs; and training and developing activities and organizational success.



The course covers the theory of learning and learning cycle, style and process, competence theory and applications and the core ingredients of a competence system; the skill and know of preparing; the competence profile of the training coordinator/administrator; the skills and attributes of a training coordinator and administrator; how do people learn; when making training decisions; and the accounting for individuals' learning styles.





Further, the course will also discuss the resources planning from medium and long-term requirements; managing change; managing your own training and development needs; the effect of technology on training outcome; the linkage of training to other human resource systems; the manpower recruitment and success planning, training policies, remuneration and training allowances; the performance management, career development and potential assessment; how do human resource management system feed into the training function; the rationale and value of training the identification of training needs; the training needs analysis, training needs analysis in a nutshell, systematic approach to training and assessment of training needs; what should a training needs analysis cover; the model for action; organizing and planning the training needs; and studying, designing and implementing the survey.

During this interactive course, participants will learn the analyzing and reporting the training needs survey; making a persuasive training needs presentation; the integration, linkage and cross reference; the training budget, human asset accounting as cost or investment, expenditure cost elements and phasing; estimating techniques and cycle; the centralization versus decentralization; the functional allocations, monitoring and control, statistical considerations, presentation and lay out; the benchmark approach, self-development, individual development plan and the performance gap; coaching, counselling and mentoring; the assessment of training; the evaluation, validation, measurement and formulae; the productivity, added-value and intellectual capital; how to organize a training event; and how to draw and implement an annual training plan.

Course Objectives

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

- Apply an in-depth knowledge on enhancing the skills of training coordinators and administration
- Discuss the training function, component elements of training, juxtaposition of training, education and learning within the industry base
- Identify the levels and types of training as well as recognize the training organizational structure and training as a human resource system
- Position training and development to ensure delivering strategic success, align training and development activities to the business needs and train and develop activities and organizational success
- Explain the theory of learning and learning cycle, style and process, the competence theory and applications and the core ingredients of a competence system
- Recognize the skill and know of preparing and discuss the competence profile of the training coordinator/administrator
- Recognize the skills and attributes of a training coordinator and administrator
- Determine how do people learn and when making training decisions as well as discuss accounting for individuals' learning styles
- Describe resources planning from medium and long-term requirements
- Manage change and your own training and development needs



- Evaluate the effect of technology on training outcome, the linkage of training to other human resource systems
- Discuss manpower recruitment and success planning, training policies, remuneration and training allowances
- Carryout performance management, career development and potential assessment
- Explain how do human resource management system feed into the training function, the rationale and value of training the identification of training needs
- Employ training needs analysis, training needs analysis in a nutshell, systematic approach to training and assessment of training needs
- Identify the coverage of a training needs analysis and model for action as well as organize and plan the training needs study, design and implement the survey
- Analyze and report training needs survey and make a persuasive training needs presentation
- Discuss integration, linkage and cross reference and determine the training budget, human asset accounting as cost or investment, expenditure cost elements and phasing
- Estimate techniques and cycle and differentiate centralization versus decentralization
- Determine functional allocations, monitoring and control, statistical considerations, presentation and lay out
- Recognize the benchmark approach, self-development, individual development plan and the performance gap
- Coach, counsel and mentor as well as assess training, evaluate, validate and discuss measurement and formulae
- Carryout productivity, added-value and intellectual capital
- Organize a training event, draw and implement an annual training plan

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 an overview of all significant aspects and considerations of enhancing the skills of training coordinators and administration for managers whose main responsibility is the coordination or administration of training needs, organizing training events, selecting programmes or engaging external consultants; full time T&D or HR specialists including line managers with responsibility for the T&D of their subordinates; technical professionals wishing to revalidate their knowledge and understanding when conducting training; training administrators who are in regular contact with individuals or line managers involving performance improvement; and professionals who wish to assess approaches for training coordinators and administrators.

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 Fee

US\$ 10,000 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 Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.



Certificate Accreditations


Certificates are accredited by the following international accreditation organizations:-

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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 **6.0 CEUs** (Continuing Education Units) or **60 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 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:

Week 1

Day 1	<ul style="list-style-type: none"> • <i>The Training Function</i> • <i>The Component Elements of Training</i> • <i>The Juxtaposition of Training, Education & Learning Within the Industry Base</i> • <i>Levels & Types of Training</i> • <i>The Training Organizational Structure</i> • <i>Training as a Human Resource System</i> • <i>Positioning Training & Development to Ensure Delivering Strategic Success</i>
Day 2	<ul style="list-style-type: none"> • <i>Aligning Training & Development & Activities to the Business Needs</i> • <i>Training & Development Activities & Organizational Success</i> • <i>The Theory of Learning & Learning Cycle, Style & Process</i> • <i>The Competence Theory & Applications</i> • <i>The Core Ingredients of a Competence System</i> • <i>The Skill & Know-How of Preparing</i>
Day 3	<ul style="list-style-type: none"> • <i>The Competence Profile of the Training Coordinator/Administrator</i> • <i>The Skills & Attributes of a Training Coordinator & Administrator</i> • <i>How Do People Learn? When Making Training Decisions</i> • <i>Accounting for Individuals' Learning Styles</i> • <i>Resources Planning - Medium - & Long-Term Requirements</i> • <i>Managing Change - Managing Your Own Training & Development Needs</i>
Day 4	<ul style="list-style-type: none"> • <i>The Effect of Technology on Training Outcome</i> • <i>The Linkage of Training to Other Human Resource Systems</i> • <i>Manpower Recruitment & Succession Planning</i> • <i>Training Policies</i> • <i>Remuneration & Training Allowances</i> • <i>Performance Management</i>
Day 5	<ul style="list-style-type: none"> • <i>Career Development & Potential Assessment</i> • <i>How Do Human Resource Management Systems Feed Into the Training Function?</i> • <i>The Rationale & Value of Training the Identification of Training Needs</i> • <i>Training Needs Analysis</i> • <i>Training Needs Analysis in a Nutshell</i> • <i>A Systematic Approach to Training</i>





Week 2

Day 6	<ul style="list-style-type: none"> • <i>Assessment of Training Needs</i> • <i>What Should a Training Needs Analysis Cover?</i> • <i>A Model for Action</i> • <i>Organizing & Planning the Training Need Study</i> • <i>Design & Implementation of the Survey</i> • <i>Training Needs Survey – Analysis & Report</i>
Day 7	<ul style="list-style-type: none"> • <i>Making a Persuasive Training Needs Presentation</i> • <i>Integration, Linkage & Cross Reference</i> • <i>The Training Budget</i> • <i>Human Asset Accounting: Cost or Investment?</i> • <i>Expenditure Cost Elements & Phasing</i> • <i>Estimation Techniques & Cycle</i>
Day 8	<ul style="list-style-type: none"> • <i>Centralization Versus Decentralization</i> • <i>Functional Allocations</i> • <i>Monitoring & Control</i> • <i>Statistical Considerations</i> • <i>Presentation & Layout</i> • <i>The Benchmark Approach</i>
Day 9	<ul style="list-style-type: none"> • <i>Self-Development</i> • <i>Individual Development Plan</i> • <i>The Performance Gap</i> • <i>Coaching, Counseling & Mentoring</i> • <i>The Training Myths: What Training is Not?</i> • <i>The Return on Investment</i>
Day 10	<ul style="list-style-type: none"> • <i>Assessment of Training</i> • <i>Evaluation, Validation, Measurements & Formulae</i> • <i>Productivity & The Added-Value</i> • <i>Intellectual Capital</i> • <i>How to Organize a Training Event</i> • <i>How to Draw & Implement an Annual Training Plan</i>





Practical Sessions

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



Course Coordinator

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