



HARNESS THE POWER  
OF KNOWLEDGE

**Building a Learning Powerhouse:  
Mastering Training Program  
Management & Coordination**

**TRAIN**



**Introduction:**

In today's ever-changing business environment, effective training and development programs are crucial for employee engagement, skill development, and organizational success. This comprehensive 5-day training program, delivered by Global Business Minds, equips HR professionals, training specialists, and managers with the essential knowledge and skills to manage and coordinate impactful training programs.

Learn to conduct needs assessments, develop engaging learning content, implement effective delivery methods, and evaluate the impact of training initiatives to build a robust and results-oriented training function within your organization.

**Program Goals:**

- Develop a comprehensive understanding of the importance of training and development in the modern workplace
- Master the process of conducting thorough training needs assessments to identify skill gaps and learning objectives
- Gain proficiency in designing engaging and effective training content aligned with adult learning principles
- Explore diverse training delivery methods (in-person, virtual, blended learning) and choose the most appropriate for your needs
- Develop strong facilitation skills to deliver impactful and engaging training sessions
- Learn to effectively manage training logistics and resources (budgeting, scheduling, vendor selection)
- Master best practices for evaluating and measuring the impact of training programs on employee performance and business outcomes
- Develop strategies for promoting a culture of continuous learning within the organization
- Learn to effectively manage and coordinate training programs for a diverse workforce

**Training Agenda:****Day 1: The Training Imperative: Building a Learning Culture:**

- Understanding the critical role of training and development in employee engagement and performance
- Exploring the benefits of effective training programs for employees and the organization
- Developing a strategic approach to training program management aligned with organizational goals

**Day 2: Needs Assessment and Training Design:**

- Mastering the process of conducting comprehensive training needs assessments to identify skill gaps and learning objectives
- Understanding adult learning principles and applying them to design engaging and effective training content
- Exploring various instructional design models (ADDIE, Kirkpatrick) and selecting the most appropriate for your training program

**Day 3: Delivering Impactful Training:**

- Developing strong facilitation skills to effectively deliver engaging and interactive training sessions
- Exploring diverse training delivery methods (in-person, virtual, blended learning) and choosing the best fit for your needs
- Learning to utilize technology and online learning platforms to enhance the training experience

**Day 4: Managing Training Logistics and Evaluation:**

- Mastering best practices for managing training logistics and resources (budgeting, scheduling, vendor selection)
- Developing a comprehensive plan for evaluating the impact of training programs on employee performance and business outcomes

- Understanding various training evaluation methods (pre-tests, post-tests, surveys, observations)

### **Day 5: Building a Sustainable Training Function:**

- Developing strategies for promoting a culture of continuous learning within the organization
- Exploring emerging trends in training and development (eg, microlearning, gamification)
- Learning to manage and coordinate training programs for a diverse workforce

### **Target Audience:**

This program caters to a diverse audience, including:

- HR professionals and training specialists responsible for designing, developing, and delivering training programs
- Managers involved in identifying training needs and coordinating training initiatives for their teams
- Business leaders interested in understanding the value proposition of effective training and development
- Anyone interested in learning how to build and manage a robust training function within their organization

By participating in this intensive program, you'll gain the comprehensive knowledge and practical skills to develop, deliver, and evaluate impactful training programs that contribute to a skilled, engaged, and high-performing workforce within your organization.