# Managing the Training Function for New Training/HR Managers

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Prague (Czech)



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## Why This Course

As organizations evolve, the demand for skilled training and HR managers who can develop talent, support strategic growth, and maximize workforce capability has never been greater. New managers stepping into the training function often face complex challenges: aligning learning initiatives with business priorities, identifying competency gaps, designing impactful development programs, and demonstrating measurable ROI.

The Training Management for New HR & Training Leaders Program is an intensive 1-week course designed to equip emerging training managers with the tools, frameworks, and leadership capabilities required to build a high-performing training function. Through a blend of practical workshops, case studies, and real-world tools, participants gain the confidence and expertise to lead learning strategies that truly drive organizational success.

## What You'll Learn and Practice

By completing this program, participants will be able to:

- Align training initiatives with organizational strategy and talent objectives
- Conduct comprehensive training needs assessments at organizational, task, and individual levels
- Design, deliver, and manage effective training curricula using modern instructional design principles
- Measure training impact using evaluation models and calculate training ROI
- Manage training budgets, resources, and external vendors effectively
- Lead and motivate training teams to deliver consistent performance

## The Program Flow

### Day 1 - Foundations of Training Management

- The strategic role of training in organizational performance
- Linking training initiatives to business goals
- Key functions and responsibilities of training managers
- Developing a training policy, governance, and long-term learning strategy
- Workshop: Drafting a training strategy outline for your organization



## Day 2 - Training Needs Assessment & Planning

- Conducting organizational, task, and individual analyses
- Methods for identifying skill gaps and future competency needs
- Prioritizing training needs using data-driven criteria
- Developing comprehensive annual training plans
- Exercise: Building a training needs assessment TNA toolkit

## Day 3 - Designing & Delivering Effective Programs

- Principles of adult learning and instructional design
- Selecting suitable training methods & technologies F2F, e-learning, blended
- Developing training materials, activities, and learning paths
- Managing logistics, delivery, and program roll-out
- Workshop: Designing a mini training module using ADDIE principles

## Day 4 - Evaluating Training Effectiveness

- Kirkpatrick's 4 Levels of Evaluation
- Measuring learning outcomes, behavior change, and organizational impact
- Calculating training ROI and presenting results to leadership
- Using feedback and data to refine training programs
- Case Study: Improving an underperforming training program using evaluation data

## Day 5 - Managing Training Resources & Teams

- Budget planning and cost management in training
- Selecting and managing external training providers
- Building, coaching, and leading high-performance training teams
- Leveraging LMS systems, analytics, and digital tools in training management
- Group Activity: Designing a training dashboard for team and program performance

# Practical Wins for Participants

By the end of the program, participants will walk away with:

- A customized training strategy aligned with their organization's goals
- Templates and tools for conducting needs assessments, planning, and evaluation
- A practical framework for calculating and presenting training ROI
- An actionable 90-day plan to transform or improve their training function

