

Managing and Coordinating Training Programmes Masterclass

2027 25 - 21
Kigali (Rwanda)

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~~R2022230411959401~~ **Location:** Kigali (Rwanda) **Fees:** 4200 GBP

Why This Course

In today's fast-changing workplace, training professionals are expected to do much more than organize courses and schedules. They play a strategic role in building workforce capability, supporting performance improvement, and ensuring that learning initiatives contribute directly to business goals. Effective training management requires a structured approach to planning, needs assessment, program design, delivery, and evaluation.

This comprehensive 5-day course equips training professionals with the knowledge and skills to effectively manage and coordinate training programs. Participants will learn to align training initiatives with organizational goals, conduct thorough needs assessments, design impactful programs, and evaluate training effectiveness. The course covers key aspects of training management, from strategic planning to implementation and evaluation.

What You'll Learn and Practice

By joining this program, you will:

- Develop strategies to align training initiatives with organizational objectives.
- Master techniques for conducting comprehensive training needs assessments.
- Design effective training programs using adult learning principles.
- Implement best practices for coordinating and delivering training events.
- Evaluate training effectiveness and calculate return on investment ROI.
- Apply change management principles to enhance training adoption.

The Program Flow

Day 1: Strategic Training Management

- Aligning training with organizational strategy.
- The training management cycle.
- Stakeholder management in training.
- Budgeting and resource allocation.

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A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) positioned on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

Day 2: Training Needs Assessment

- Methods of needs assessment.
- Analyzing performance gaps.
- Prioritizing training needs.
- Documenting assessment findings.

Day 3: Designing Effective Training Programs

- Adult learning principles.
- Instructional design models.
- Selecting appropriate training methods.
- Developing learning objectives and content.

Day 4: Coordinating and Delivering Training

- Planning and logistics management.
- Selecting and managing training vendors.
- Facilitating engaging training sessions.
- Managing virtual and blended learning environments.

Day 5: Evaluating Training Effectiveness

- Kirkpatrick's four levels of evaluation.
- Measuring training ROI.
- Creating post-training action plans.
- Continuous improvement in training management.

Individual Impact

- Strengthen your ability to manage training programs in a more strategic and organized way.
- Enhance your skills in needs assessment, program design, and training coordination.
- Build stronger capability in evaluating learning impact and demonstrating training value.
- Gain practical tools to improve training effectiveness and support long-term learning success.

Work Impact

- Improve alignment between training initiatives and organizational priorities.
- Strengthen the quality of training design, delivery, and follow-up across the organization.
- Support better use of resources through stronger planning and evaluation practices.
- Enhance workforce development through more targeted, measurable, and effective training programs.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) in the bottom right corner. The text 'UK Training' is written in a small font above the word 'PARTNER' in a large, bold, black font.

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Training Methodology

This program integrates training management principles, adult learning practices, and practical application to ensure real-world relevance and professional impact. Learning methods include:

- Real-world case studies on training planning, coordination, and evaluation.
- Practical exercises in needs assessment, program design, and ROI analysis.
- Interactive workshops on instructional design, delivery methods, and stakeholder management.
- Group discussions on training challenges, adoption, and continuous improvement.
- Frameworks and tools for applying effective training management practices in organizational settings.

Beyond the Course

Upon completion, participants will be better equipped to manage training functions with greater confidence, structure, and strategic awareness. They will return ready to:

- Plan and coordinate training initiatives more effectively.
- Conduct stronger needs assessments and design more relevant learning programs.
- Measure training effectiveness with greater clarity and confidence.
- Support organizational performance through better-managed and more impactful training activities.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) in gold and silver, set against a background of concentric circles.

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