



First Select

## Preparing & Developing Training Specialists

Date	Venues	(\$)Fees	Book your seat
04 May -08 May 2025	Kuala Lumpur	3300	<a href="#">Register Now</a>

Objectives:

Participants will learn how to:

- Use assessment tools to identify individual training needs
- Understand and use training budgets effectively
- Control the training function as a training coordinator.
- Identify individual, team and organizational training needs
- Research, plan and conduct a training needs analysis

Who should attend?

- All training specialists and coordinators
- HR and manpower development managers, supervisors and coordinators
- Other interested managers and supervisors

Course Outline:

Part One

- The importance of training in modern organizations
- The changing face of training
- Training Needs Analysis (TNA)
- How to conduct training needs analysis
- Conducting surveys for training needs
- Gap analysis
- The setting of goals
- Kolb's learning cycle
- Analyzing the training needs
- Evaluating training options
- Translating TNA into training objectives and plans

Part Two


- Key Training and Development roles
- The role of the training specialist or coordinator
- Designing training plans
- Your role as success partner
- Analyzing training needs options
- Managing training budgets
- Training cost-benefit analysis
- Return on investment
- The training process
- Designing and planning
- Evaluating training options
- The four levels of evaluation

#### Beyond training

- Achieving results
- The human factor
- making a difference

#### WORKSHOP STYLE:

This will be a participative workshop with a mix of interactive learning sessions, exercises and discussions aimed to provide maximum impact and learning retention for all delegates.

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