



HM186: Professional Training Specialist

Training Description:

This training course is designed to provide participants with a detailed and up-to-date overview of Professional Training Specialist. It covers the training function, component elements of training, levels and types, and organizational structure; the learning cycle, style and process; the competence theory, applications and core ingredients of a competence system; the competence profile of the training officer/specialist; and the effect of technology on training outcome.

Further, this intensive training course will also discuss the linkage of training to other human resource systems including its relationship to the training function; the rationale and value of training, training needs, integration, linkage and cross reference; the training budget, approaches and methodologies of training; the emphasis on the return on investment through assessment of training, measuring productivity and the added value; calculating the intellectual capital; organizing a training event; and implementing an annual training plan.

During this interactive training course, participants will learn the proper documentation management of change, paradigm shift and personal implementation plan; apply talent management; identify the key elements to developing a winning strategy; how to keep employees motivated; review talent and assess 360-degree feedback; carryout talent calibration, maintain an effective work force, succession and career planning, employee engagement and competency assessments; coaching, training and development; and identify the tips for talent management and employee retention.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Get certified as a "Professional Training Specialist"
- ✓ Identify the training function including the component elements of training, levels and types, and organizational structure
- ✓ Illustrate the learning cycle, style and process, competence theory and applications and core ingredients of a competence system
- ✓ Use skill and know-how in preparing a job, personal, functional and organizational profiles
- ✓ Determine the competence profile of the training officer/specialist including the effect of technology on training outcome
- ✓ Explain the linkage of training to other human resource systems including its relationship to the training function
- ✓ Identify the rationale and value of training, training needs, integration, linkage and cross reference
- ✓ Allocate a training budget and carryout approaches and methodologies of training
- ✓ Give emphasis on the return on investment through assessment of training, measuring productivity and the added value and calculating the intellectual capital
- ✓ Organize a training event as well as draw and implement an annual training plan
- ✓ Employ proper documentation, management of change, paradigm shift and personal implementation plan
- ✓ Apply talent management and identify the key elements to developing a winning strategy
- ✓ Keep employees motivated, review talent and assess 360-degree feedback
- ✓ Carryout talent calibration, maintain an effective work force, succession and career planning, employee engagement and competency assessments

- ✓ Employ coaching, training and development and discuss the tips for talent management and employee retention

Training Designed for:

This course is intended for talent managers, Human Resources (HR) professionals and HR business partners, supervisors or technical staff (including engineers) who train others and who need a good understanding of how training work, those who are involved in training or HR administration, those involved in nationalization programs, new and existing training specialist, new and existing training coordinators and training personnel who need to update their skills.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ Introduction
- ❖ The Training Function
 - The Component Elements of Training
 - The Juxtaposition of Training, Education & Learning within the Industry Base
 - Levels & Types of Training
 - The Training Organizational Structure
 - Training as a Human Resource System
- ❖ The Theory of Learning & Learning Cycle, Style & Process
- ❖ The Competence Theory & Applications
- ❖ The Core Ingredients of a Competence System
- ❖ The Skill & Know-How of Preparing
 - Job Profiles
 - Personal Profiles
 - Functional Profiles
 - Organizational Profiles
- ❖ The Competence Profile of the Training Officer / Specialist
 - Technical Competence
 - Administrative Competence
 - Professional Competence
- ❖ Recap

DAY TWO:

- ❖ The Effect of Technology on Training Outcome
- ❖ The Linkage of Training to Other Human Resource Systems
 - Manpower Recruitment & Succession Planning

- ### DAY THREE:

-

DAY FOUR:

- ❖ How to Draw & Implement an Annual Training Plan-Phase1
- ❖ How to Draw & Implement an Annual Training Plan-Phase2
- ❖ Documentation
 - Ready-Made Packages
 - Computerization
 - Records Management
- ❖ The Management of Change & the Paradigm Shift
- ❖ A Total Review Of course Themes
- ❖ Summary of Learning Points
- ❖ The Personal Implementation Plan
- ❖ Recap

DAY FIVE:

- ❖ Talent Management
 - What is Talent Management
 - Types of Talent
 - Skills & Knowledge Defined
 - Understanding Talent Management
 - Key Elements to Developing a Winning Strategy
 - Performance Management Defined
 - How to Keep Your Employees Motivated
 - Talent Reviews
 - 360 Degree Feedback
 - Talent Calibration
 - Maintaining an Effective Work Force
 - Looking to the Future
 - Succession & Career Planning
 - Employee Engagement
 - Competency Assessments
 - Coaching, Training & Development
 - Tips for Talent Management
 - Employee Retention
 - The Expectancy Theory
 - Object Oriented Theory
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

Aisha Relativo: aisha@cmc-me.com

Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615

Training & Career Development Department