



HM245: Training Management Excellence

Training Description:

This intensive training course equips HR professionals, training managers, and organizational leaders with the skills and knowledge required to effectively manage corporate training functions. It covers the end-to-end training cycle—from identifying training needs and organizing programs to developing annual training plans, monitoring training budgets and evaluating effectiveness. Participants will gain hands-on experience with tools and methods for training analysis, planning, and resource management, ensuring alignment between training initiatives and organizational strategy.

Outcome: At the end of the training course, participants will leave with a toolkit of templates, frameworks, and practical strategies to professionally manage training within their organization.

Training Objectives:

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

- ✓ Understand the role and responsibilities of training management within an organization
- ✓ Conduct effective **Training Needs Analysis (TNA)** using modern methods and tools
- ✓ Design and organize training programs that align with business goals and employee development needs
- ✓ Develop an **Annual Training Plan (ATP)** and integrate it with workforce planning
- ✓ Prepare and monitor training budgets to ensure cost efficiency and ROI
- ✓ Evaluate training programs using recognized models such as **Kirkpatrick's Evaluation Framework**
- ✓ Apply digital tools and best practices for tracking and reporting training outcomes

Training Designed for:

This training course is intended for Training Managers & Officers, HR Managers & Specialists, Learning & Development (L&D) Professionals, Organizational Development Practitioners and Department Heads & Supervisors responsible for staff training.

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:

❖ Foundations of Training Management

- Introduction to Training & Development in organizations
- Role of the Training Manager: Key responsibilities and competencies
- Training as a strategic tool for organizational growth
- Understanding the Training Cycle: Analysis → Design → Delivery → Evaluation
- Training policies, standards and compliance requirements

- **Case study:** Effective training management practices in leading organizations

DAY TWO:

❖ Training Needs Analysis (TNA) and Methods

- Importance of Training Needs Analysis in workforce development
- Levels of TNA: Organizational, Departmental, and Individual
- Methods of data collection: Surveys, interviews, focus groups, performance reviews, competency frameworks
- Using technology and HR data for needs analysis (HRIS, LMS, AI tools)
- Prioritizing training needs and aligning them with business strategy
- **Practical workshop:** Conducting a TNA for a sample organization

DAY THREE:

❖ Developing and Organizing Training Programs

- Principles of adult learning and instructional design
- Structuring training programs: In-house vs. external training
- Selecting training methods: Workshops, e-learning, coaching, blended learning
- Trainer selection and vendor management
- Scheduling and logistics planning for training events
- **Workshop:** Designing a training program from identified needs

DAY FOUR:

❖ Annual Training Plan (ATP) and Budget Monitoring

- Components of an effective Annual Training Plan (ATP)
- Linking ATP to organizational goals and workforce planning
- Developing training calendars and timelines
- Budgeting for training: Cost categories (direct & indirect)
- Methods for monitoring and controlling training expenses
- ROI in training: Cost-benefit analysis and reporting to management
- **Workshop:** Drafting an annual training plan with budget allocation

DAY FIVE:

❖ Training Evaluation, Reporting and Continuous Improvement

- Why evaluate training? Importance for accountability and impact
- Models of training evaluation: Kirkpatrick, Phillips ROI, CIPP model
- Measuring training effectiveness: pre/post assessments, feedback, performance improvement
- Reporting training results to management and stakeholders
- Leveraging digital tools for tracking training metrics (LMS dashboards, analytics)
- Continuous improvement and future trends in training management (AI, microlearning, data-driven L&D)
- Final Group Project: Presenting a full training management proposal (needs analysis → training plan → budget → evaluation)

❖ 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 Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

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:

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