The Effective Training Administrator

Introduction

This practical and interactive course gives participants the opportunity to review the role and support they currently provide and generate new ideas which can be applied in the workplace.

Course Objectives

- Understood how training links with the needs of the business and how to apply the training cycle
- Discussed roles and responsibilities within the training function and key elements of the training administrator's role
- Identified ways to promote the training function with knowledge and confidence throughout the organisation
- Skills to plan and organise the delivery of training interventions in line with training policies and training plans

Course Content

Linking training with the business needs

The role of the training administrator

Organisational performance

Planning and delivery of training events

Reviewing training costs

Recording training information

Training evaluation

Personal action planning

Duration: 1 Day Course

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