



## Managing the Training Function

### Workshop Objectives

On completion of the training programme, Participants should be able to:

- Understand and apply roles of a strong training function
- Conduct a Training Needs Analysis
- Apply techniques in training needs analysis, training design and evaluation
- Design and come up with an approach for evaluating the effectiveness of training.
- Draw up a plan outlining the strategic importance of the Training & Development Function
- Specify how training and development can contribute to the realisation of the institution strategic objectives
- Apply strategies to manage – day-to-day – systems, priorities, trainers and relationships with customers within the organisation

### Target Group

- Training Staff
- Trainers and Training Managers
- Company Supervisors
- Line Managers
- Training Coordinators
- HR Managers
- Human Resources Personnel

### Workshop Outline

- General Management Principles and Skills
- Understanding the training Function
- Understanding the organization and its objectives
- Determining learning and training differences and measures
- Training Needs Analysis
- Day-to-day Management of the Function
- Roles for Training & Development
- Learning and Training Model
- Needs Analysis and participation of organization departments
- Training focus
- Training design and delivery, and evaluation activities
- Managing training budgets

- Recruiting and managing trainers and engaging suppliers
- Managing relationships and alliances
- Developing the Function
- Impact of training and development
- Raising trainers' skills, impact, productivity, innovation
- Adopting modern approaches to training and development
- Personal Development plans
- Running the Training & Development Function
- Using consultancy skills,
- Harnessing outsourcing possibilities
- Strategic Importance of the Function
- The training function and the institutional strategy
- Strategic importance of the function
- Developing a strategic plan for training
- Capacity building requirements and Development
- Change management techniques
- Managing the training resources
- Evaluation of training
- IT Skills
- Action planning

Dates: 05<sup>th</sup> – 16<sup>th</sup> June 2017

Cost: US\$3150/delegate

Duration: 2 weeks

Venue: Pretoria, RSA