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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Coordinating and supervising the executive departments

Code	City	hotel	Start	End	price	Language - Hours
MT-725SA	Dammam	Hotel Meeting Room	2026-12-20	2026-12-24	9950 SR	En - 25

Why Attend?

Training departments carry a major responsibility in the organizations which focus on developing employees` knowledge and skills for current and future business needs. Being in charge of a training department requires an understanding of a number of concepts like management, strategy, policies, budget, evaluation and technology. The `Certified Training Manager` course covers such important topics and provides participants with the knowledge and tools to survive the ever growing demands placed on the training function.

Course Methodology

To apply theory, the course incorporates an experiential learning approach that allows participants to individually and collectively develop solutions to case studies, draft budgets, training policies, evaluate surveys and create business requirements for training systems.

Course Objectives

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

- Describe the key roles and responsibilities of training departments
- Develop a training department mission statement with key result areas and key performance indicators
- Establish a comprehensive training strategy which includes training policies,

procedures, and training plans
- List important steps for developing and administering training budgets
- Identify methods for evaluating the training function
- Conduct a cost benefit analysis for training activities
- Prepare business requirements for a Learning Management System (LMS) and list the necessary system selection steps

Course Outline

Managing a training department

- Defining management
- Key management functions
- Personal assessment and development plan
- Role of the training department in an organization
    - Conducting a `PEST` and `SWOT` analysis
    - Devising a training strategy
    - Training department mission statement
    - Identifying key result areas
    - Training department key performance indicators

Marketing the training function within your organization

Training and development roles

Structure of a training department

Mapping training policies, procedures and training plans

- Importance of training policies
- A look at common training policies
- Drafting training policies

- Components of a training plan
- Partnering with training providers

Establishing a training budget

- Whose responsibility is it
- Budget types and techniques
- Measurement, metrics and budget data
- Eight steps to creating your budget
- Tips for defending your budget
- Examples of training budgets

Evaluating the training function

- Reasons for evaluating the training function
- Key performance indicators
    - Deciding on indicators
    - Monitoring and reporting
- Measuring employees` satisfaction of the training function
    - Evaluation methods
    - Developing the training function`s satisfaction survey
- Evaluating transfer of behavior
- Conducting a cost/benefit analysis
- Reporting return on investment
- Presenting your findings

Selecting and implementing a LMS

- Purpose and importance of LMS
- Existing types and technology
- Common features
- Business requirements
- Defining the selection process

- Examples and comparison of LMS

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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