

Scandinavian Academy
Training Center

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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: HR _ Managing the Training Function (Professional Training Manager)

Code	City	hotel	Start	End	price	Language - Hours
HT-593SA	Riyadh	Hotel Meeting Room	2027-04-04	2027-04-08	9950 SR	En - 25

Introduction

Recent International developments have seen training elevated in its importance in successful companies. The new task and challenge is to market, run and produce measureable results through all aspects of training. To do this the Training manager has new skills to master and to be in line with the new requirements of the demands of world class companies.

This new program is for Training Managers who need to produce measurable results and who what to get the best from their training functions. This program will explain the paradigm shift that has and is taking place in international training and will provide attendees with the skill, knowledge and confidence to turn any training function into a true power house. You will also find out the new leaderships skills needed for future success and there 6 key indicators.

Highlights of this engaging seminar are:

- How to prove training can add value to any organisation
- How to master the new skill set needed by training managers
- Master training budgets using different software
- Structure the training function for maximum efficiency and results
- How to get the best out of people through development & and non conventional training methods
- How to demonstrate added value and return on training Investment (ROI)
- Market the training function as a key tool for the organisation

Objectives

By the end of this seminar delegates will be able to:

- Master the key techniques of managing the new style training function and beyond
- Describe the new role of training and be able to carry out effective marketing within your organisation
- Re-examine the design of the training function to establish the most effective department for your organisation
- Master budgets and new training soft ware for TNA and financial control - develop a training strategy
- Understand and be able to implement the new “Training Consultant” approach to solve business issues
- Be able to Evaluate any training and be able to explain to other and demonstrate the added value role of Training

Training Methodology

The seminar is run by an acknowledged world authority on innovative training. The seminar is based on a combination of interactive activities - group and individual exercises, case studies, skills practice and discussions - along with formal inputs. The environment will be supportive in which individuals with varying degrees of experience will be encouraged to share the approaches they currently use as well as try out new ones that they encounter on the seminar. The expert seminar facilitator will be on hand to answer any questions an individual may have and to act as a facilitator for building and applying new approaches.

Organisational Impact

Impact on the organisation from delegates attending this seminar includes:

- A results focused training function – able to demonstrate financial returns on training investment
- Improved results from training within your business
- New techniques in training strategy that are essential in developing partnership with internal clients
- The ability to use new end to end processes
- More focused training and development
- Evaluation of training programmes to drive up quality and effectiveness

Personal Impact

Attendance at the seminar will result in individuals being better able to:

- Take training to the next level with exciting new ways of doing things
- Able to use new consultancy skills
- Be able to calculate and produce results for any aspect of training
- Improve their ability to make training a more critical part of a business
- Demonstrate how training budget should be seen as an investment
- Master the software that will make any function work more efficiently

Who Should Attend?

The seminar is intended for:

- All Training Managers and Professionals
- Those who have a responsibility for training others
- Those who wish to move into training management
- HR Management and Professionals with an interest in training
- Those wishing to master the concept of creating added value
- Those responsible for training expenditure

SEMINAR OUTLINE

DAY 1

The new shape and design of training functions

- Introduction to the seminar and individuals
- Objectives
- Why change anything?
- How to design effective training functions
- Calculating how many staff you need
- What do efficient training functions look like
- How training activities fit with organisational strategy
- The six critical leadership skills

DAY 2

The control of data, finances and figures needed for training efficiency

- Streamlining essential training data
- Make life easy - understanding basic unit costs - exercise
- How to put a training plan together from TNA
- The use of four training codes to make planning very easy
- TNA - new software - demonstration
- Mastering training budgets
- How to compile your budget in under 15 minutes - fun exercises
- Simple technique - great results - how to prioritise training in difficult circumstances

DAY 3

Evaluating training

- Definition of added value evaluation
- Process needed - detailed practical explanation
- Practical case study - improving productivity
- Group feedback from case study - lessons learned
- What to evaluate - good news use a process to do this - demonstration
- Examples of evaluated training and its value to the organisation
- Case study example - evaluation in practice
- Review of case study

DAY 4

New role - The Training Managers as an internal consultant/advisor

- What is a consultant? - examples of world class consultants
- Areas which consultancy fits well - examples
- Where the consultant can add value - exercise Understanding Yourself - participants will have the opportunity of completing either the OPQ32 or the McRay/Costa NEO PI-R personality profile to see their own personality profile (confidential) - subject to course size
- Self analysis - how do your current skills/behaviours match with the 12 key areas? - exercise
- Developing the skills - the number one priority if you are going to be successful as a consultant
- Developing business solutions - practice and case study
- Review of case study
- Locking consultancy into TNA and added value results

DAY 5

Techniques that make a big difference

- Marketing the new training function - exercise
- Producing key results for the senior management
- Getting the best from external training providers - writing learning outcome objectives - exercise
- Resourcing training materials
- Internal success measurers
- Making the most of training success - celebrate success regularly
- Keeping up to date with training innovations –useful resources

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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