

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: Essential Skills for Effective Training Administration

Code	City	hotel	Start	End	price	Language - Hours
HT-590SA	Al Khobar	Hotel Meeting	2027-01-31	2027-02-04	9950 SR	En - 25

Introduction

An effective training administrator coordinates the administrative activities of the training function, maintaining and developing information systems to enable the department to operate proactively in employee development and training. This is a key role to help with the management of a complex function and involves several skill areas. This course provides the “How to do it” approach in a logical and practical way.

- Practical solutions for everyday use
- Techniques to prioritise training requests
- Opportunity to practice new techniques in a relaxed environment

Objectives

At the end of the training delegates will be able to:

- Use a training schema to plan and execute training in an efficient way
- Use a priority system for all training requests
- Be able to set up training facilities in a professional way
- Be able to specify external training using a competency framework approach
- Master training records
- Equipped with the essential skills to confidently give expert support in the planning and preparation of training events

Training Methodology

This is a very practical programme, use of case studies, group work and interactive sessions will make the learning experience very relaxed and productive.

Organisational Impact

The significant benefit the organisation will get by supporting this programme is:

- Professionally qualified staff
- A common approach using the latest methods
- Methodologies taught are well documented and will be easy to audit for efficiency
- The delegates will be able to prioritise training using a new process and also to cost training by category.
- This programme will bring structure and a process to most existing training activities
- This course represents a high ROI

Personal Impact

Delegates who attend this program will:

- Gain essential overview of how training departments function
- Get the very latest innovation and practices that will add value to the training function
- Gain confidence by getting thorough understanding of how things work and why things need to be done in a certain way
- Improve your competence in this important field.

Who Should Attend?

- Training administrators, training coordinators, training managers' secretaries, training assistants and course secretaries who need to learn more about the

position
- Individuals who are looking to build their confidence and contribution.

Programme Outline

Day 1 – The Successful Training Administrator
- Seminar Introduction and objectives
- Defining the role, skills, qualities and attributes which lead to success
- Maximising your support through using the right skillset
- Training policy and your organisation's strategy
- Understanding key terms in use in training
- The use of a process – the training schema
- Keeping up to date with training issues

Day 2 – Establishing Training Needs Identifying training needs – specifically competencies
- Training needs analysis for competencies
- How competencies are measured
- TNA exercise
- Other TNA at Corporate, Department, team and individual level
- The structure of training plans and how to administer them
- Understanding the training cycle and supporting system
- Awareness of different learning styles and how to provide for them

Day 3 – Training Records, Evaluation and Information What needed for performance based training – from TNA to evaluation
- Evaluating competency based training
- Maintaining records, systems and libraries
- Coding training to make your job easier
- Maximising your time by linking training to the training schema
- Day to day records that need to be kept
- End of day review

Day 4 – Organisation and Administration Managing training resource libraries

• Manuals, tutors manuals and visual aids
• Understanding copyright with respect to training materials
• What you can and can't do with copying DVD's
• How DVD's are used in training – demonstration
• Setting up for training seminars – how big should the room be?
• How to calculate screen size and sound requirements –practical
• End of day review

Day 5 – Managing Training Events and Dealing with Suppliers

• Identifying unusual training needs and possible solutions
• Negotiating the best deal for your needs – promoting training activities
• Organising travel and accommodation
• Checklists for training rooms
• Pre- and post-seminar administration/document design – joining instructions and seminar hand-outs
• Training evaluation – internal and external
• How to specify training if you use external providers
• Formulating a personal action plan
• End of day review

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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