

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 (Professional Training Co Ordinator)

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| HT-212SA | Al Khobar | Hotel Meeting | 2026-12-13 | 2026-12-17 | 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 programme is designed to ensure that delegates are:
  - Equipped with the essential skills to confidently give expert support in the planning and preparation of training events
  - Provided with a good knowledge of training systems, best practice and the interpersonal skills necessary to build positive relationships

## WHO SHOULD ATTEND?

- Training administrators, training managers` secretaries, training assistants and course secretaries who are new to the position, or individuals who are looking to build their confidence and contribution. Any other employees who wish to learn more about this subject

## PROGRAMME OBJECTIVES

- Identify the role and principal activities within the training department

- Establish and develop a comprehensive administration system for internal and external training courses
- Develop and maintain an efficient information system on training courses
- Design and use quality documents: joining instructions, course programmes, course notes and course questionnaires
- Write clear and concise letters and memos
- Communicate effectively with all contacts and maintain a professional image
- Organise work systematically on the basis of priorities

## TRAINING METHODOLOGY

There are detailed presentations from a role model expert trainer supporting each of the topics together with interactive sessions of discussion.

There will also be many practical sessions where delegates have the opportunity to practice and learn by experience. Small group work, exercises and feedback will all be used to facilitate learning and develop skills, enhancing confidence at the same time.

## PROGRAMME OUTLINE

### DAY 1 - The Successful Training Administrator

- Defining the role, skills, qualities and attributes which lead to success
- Maximising your support to your manager - defining their needs
- Training policy and your organisation`s strategy
- Keeping up to date with training issues

### DAY 2 - Establishing Training Needs

- Identifying training needs at individual, departmental and organisational levels
- 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 and Information, Organisation and Administration

- Maintaining records, systems and libraries
- Assessing training records software - data protection implications
- Identifying effective routines and administrative systems - simplifying procedures and utilising check lists
- Storing information, books, videos etc - administering access

## DAY 4 - Effective Face-to-face Communication

- Analysing assertive, aggressive and passive behaviour
- Dealing with difficult or unreliable people - building relationships
- Getting information and cooperation from others
- Listening and questioning effectively - becoming a better communicator

## DAY 5 - Personal Effectiveness and Time Management

- Planning, prioritising and organising - the basic principles
- Identifying and controlling time wasters
- How to increase others` confidence in you
- Meeting the expectations of your internal customers
- Personal Development - Formulating an action plan

**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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