

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: Enhancing the Skills of Training Coordinators

Code	City	hotel	Start	End	price	Language - Hours
HT-597SA	Jeddah	Hotel Meeting Room	2027-11-07	2027-11-11	9950 SR	En - 25

INTRODUCTION

Training Co-ordinators play a vital role in ensuring any training actually solves the performance gap or need, this conference equips you with the appropriate tools and techniques to manage these issues.

In this conference you will study:

- How to develop the Training Coordinators competence
- How to influence management allowing new skills to be practiced
- The changing needs of business and illustrating/demonstrating results.
- The most appropriate learning styles for individuals
- Training needs analysis, design, validation and evaluation techniques.
- The training and development cycle

CONFERENCE OBJECTIVES

- Analyse how Training & Development contribution to business performance
- Reposition Training & Development by adopting a measured approach
- Examine administration systems and techniques
- Develop a profile for the Training Coordinator role
- Apply a new 4 quadrant analysis model for individual performance issues
- Be able to apply the 10 steps in the training cycle
- Consider action planning for your return to work including training requirements

CONFERENCE METHODOLOGY

The conference will be delivered in an interactive style, using group discussions, and programme material, encouraging active participation, exercises, real life case studies and questionnaires. There will also be the opportunity to discuss individual issues on a one to one basis with the Programme Leader if necessary.

CONFERENCE SUMMARY

The conference is designed to provide the essential skills and knowledge to perform the role of a Training Coordinator competently. The programme also provides the tools and techniques to achieve success analysing the benefits to the organisation. Then moves on to consider how to construct complex training solutions using a flexible approach

CONFERENCE OUTLINE

Designing Training & Development to support Business Needs

- Introduction, programmes objectives and ways of working
- Change in organisations, including case studies.
- Positioning Training & Development to ensure delivering strategic success
- Aligning Training & Development activities to the business needs
- Training & Development activities and organisational success including case studies
- Review of

Clarifying/developing the role of a Training Coordinator

- The skills and attributes of a Training Coordinator – exercise
- How do people learn? When making training decisions – exercise
- Accounting for individuals' learning styles – questionnaire and exercise
- Resources planning – medium and long term requirements

- Managing change – managing your own training and development needs
- Review of

Training Needs Analysis (Corporate vs. Individual needs)

- The relationship between T & D and company performance
- At the Corporate level – including case study
- Departmental and section training needs
- Team development including Planning (TDP)
- Personal Development Plans, manpower/ talent management
- Review of

Examination of Validation and Evaluation Techniques

- Delivering effective structured programmes.
- Application of the 10 step training model using a case study
- The use of Validation Techniques and Methodologies
- How to construct an Evaluation Survey and using learning
- How to present results to best effect – evaluation in action.
- Review of

Budgets and back to work planning

- Understand the Training and Development budget planning process.
- Generating Individual action plans, and agreeing priorities
- Review and programme recap
- Final review, presentation of certificates and awarding of CPE points

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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