

## Training Coordinator

Length: 1 Day

### COURSE CONTENT

#### TRAINING COORDINATOR'S ROLE IN THE ORGANIZATION

- Training coordinator roles and responsibilities
- Assess your own competencies in the training coordinator position
- Customize your job description as a training coordinator

#### TRANSITION TO AN INTERNAL CONSULTING APPROACH

- Assess where your organization is in the life cycle of a training function
- Develop partnerships with management
- Identify who is the client
- Define internal consulting roles and skills

#### DIAGNOSE PROBLEMS AND PUT A PLAN TOGETHER

- Examine formal and informal techniques to analyze performance problems--is training the answer?
- Identify other barriers impacting performance
- Be active instead of reactive in meeting training needs
- Assess training needs
- Contract for results, not just training activities
- Interpret training needs and wants from assessment data
- Develop a performance improvement plan overview
- Monitor a training budget

- Improve productivity by knowing when and where training can contribute.
- Measure an organization's training needs.
- Conduct successful feedback meetings.

#### WHAT DOES GOOD TRAINING LOOK LIKE?

- Craft learning objectives to meet the business need
- Select training programs that honor adult learning.

#### HOW TO DEVELOP AND MAINTAIN TRAINING RESOURCES

- Review criteria for buying external resources
- Discuss how to recruit subject matter experts as trainers
- Coach and develop subject matter experts as trainers

#### TRAINING ENROLLMENT, RECORD KEEPING AND FOLLOW-UP

- How to market your training programs effectively
- Review participant registration and confirmation systems
- Learn how to make record keeping easy
- Monitor tuition reimbursement programs
- Summarize participant evaluations

## **TRAINING SCHEDULES AND FACILITIES ARRANGEMENTS**

- Develop practical class schedules
  - Select the site: in-house or renting outside facilities
  - Determine what type of room set-up is required
  - Communicate expectations to hotels/meeting facilities
  - Learn how to trouble-shoot facility problems
  - Apply tips on ordering supplies, audio-visual equipment and refreshments
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