MAESTRO CONSULTANTS

TRAINING COORDINATOR WORKSHOP

COURSE OUTLINE 2025

TRAINING TITLE
TRAINING COORDINATOR WORKSHOP

VENUE
Dubai, UAE

DURATION
5 Days

DATES
03 - 07 February 2025

PRICE
$5,250 per attendee including training material/handouts, morning/afternoon coffee breaks, and Lunch.

TRAINING INTRODUCTION
Coordinators need to know many skills to be able to select, schedule, and bargain for the best training programs.

Training starts by identifying training needs, trainees' current performance levels, what is important for the organization to train on, and alternatives for improving the performance for business and employees.

Participants will learn the skills that will allow them to effectively, assess the needs of trainings through recognizing the differences between training for HARD skills, and training for SOFT skills, analyzing training and developmental needs, and understanding of key organization development concepts and practices.

TRAINING OBJECTIVES
Upon completion of this workshop, participant will be able to
- The role of a training coordinator
- The learning domains
- Needs analysis
- Training or Development?
- Planning for training
- Panning for development
- Detecting organization's developmental gaps
- Detecting employees performance gap
- Understand how can employees be motivated
- Understand how to select training and developmental l programs that yield high Return-on-investment
- Tricks for getting more programs for less

TRAINING AUDIENCE

Training coordinators and professionals. Strategic planers, managers and supervisors, mentors, and HR specialists.

TRAINING OUTLINE

Day 1

- Introduction

- The role of a training coordinator

- What the Training coordinator should/not do?

- The learning domains

Day 2

- Needs analysis

- Training or Development?

- Before planning for training and development

Day 3

- Planning for training

- Panning for development

- References for organization needs

- Detecting organization's developmental gaps

Day 4

- References for Employees training requirements

- Detecting employee's performance gap

- Understanding how employees can be motivated

- Understanding the motivation Cycle

Day 5

- Understand how to select training and developmental programs that yield high Return-on-investment

- Tricks for getting more programs for less

- Planning and scheduling programs

TRAINING CERTIFICATE

MAESTRO CONSULTANTS Certificate of Completion for delegates who attend and complete the training course.

METHODOLOGY

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of "real life" issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.