Essential Skills for HR Training Administration (Professional Training Administrator)

7 – 11 December 2026
Cape Town (South Africa)



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Ref: 3003_1050903 **Date:** 7 – 11 December 2026 **Location:** Cape Town (South Africa) **Fees:** 5300 Euro

Introduction:

An effective training administrator is pivotal in managing the administrative functions associated with training and employee development.

They uphold and enhance various information systems that enable the HR department to work proactively regarding personnel growth, reflecting the essence of essential skills for HR professionals.

This essential skills for HR training administrators course meticulously equips participants with the essential management skills needed to thrive as HR training administrators. It ensures they are well-versed in benefits administration training, HR administrator training, administrative training, and other pivotal areas of HR and training administration.

Participants in the essential skills for HR training administrators course are empowered to apply these integral skills towards optimizing training and employee development within their respective organizations.

Targeted Groups:

- Training personnel.
- Training coordinators.
- HR staff.

Course Objectives:

After these essential skills for the HR training administrators program, participants will be adept at the following:

- Obtaining a comprehensive understanding of the operational aspects of training departments.
- Staying abreast with the most recent innovations and practices that contribute added value to training functionalities.
- Gaining confidence through an in-depth knowledge of training processes and rationales behind certain practices.
- Acquiring the foundational essential skills for HR managers to competently provide expert support in the planning and executing training events.

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Targeted Competencies:

At the end of this essential skills for HR training administrators course, the target competencies will be able to improve:

- Working with people.
- Presenting and communicating.
- Applying expertise and technology.
- Following instructions and procedures.
- Planning and organizing.
- Formulating concepts and strategies.
- Self-management.

Course Content:

Unit 1: The Successful Training Administrator:

- Defining the roles required skills and optimal qualities for success in HR and training administrator roles.
- Enhancing support for managers by understanding their needs explicitly.
- Aligning training policy with the strategic goals of the organization.
- Keeping current with evolving training topics and methodologies.

Unit 2: Establishing Training Needs:

- Pinpointing training requirements on individual, departmental, and organizational scales.
- Structure essential skills training programs and administer them proficiently.
- Comprehending the training cycle and its support system.
- Catering to diverse learning styles and accommodating them within training provision.

Unit 3: Training Records and Information:

- Effective record-keeping, system maintenance, and library management.
- Evaluating training for administrative assistant software options.
- Understanding the implications of data protection in the realm of training administration.

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Unit 4: Organization and Administration:

- Developing efficient routines and administrative systems is a core aspect of business administration training courses.
- Streamlining procedures and the application of systematic checklists.
- Adequate storage and administration of informational resources.
- Ensuring accessible administration of training materials.

Unit 5: Managing Training Events and Dealing with Suppliers:

- Clarifying training needs and sourcing viable solutions.
- Negotiating beneficial deals and promoting training initiatives.
- Coordinating logistics such as travel and accommodation.
- Creating comprehensive training room checklists.
- Administering pre- and post-course documentation effectively - this includes the design of joining instructions and course handouts.
- Implementing training evaluation and managing external training partnerships.

Unit 6: Effective Face-to-Face Communication:

- Examining assertive vs. aggressive vs. passive behaviors in communication.
- Managing challenging interactions and unreliable stakeholders.
- Fostering professional relationships.
- Extracting information and cooperation from various sources.
- Enhancing listening and questioning skills to become a more proficient communicator.

Unit 7: Personal Effectiveness and Time Management:

- Strategies for planning, prioritizing, and organizing workflows in administrator training programs.
- Identification and mitigation of typical time wasters.
- Building trust to enhance others' confidence in your capabilities.
- Meeting and exceeding the expectations of internal customers.