MERCURY

Essential Skills for Training and Development Manager Course

29 March – 2 April 2027
Johannesburg (South Africa)



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Ref: 15030_1061279 **Date:** 29 March – 2 April 2027 **Location:** Johannesburg (South Africa) **Fees:** 5300 Euro

Introduction:

Training departments play a substantial role in organizations, developing employees' knowledge and skills for current and future business needs. The role of a Training and Development Manager is pivotal in understanding various concepts such as management, strategy, policies, budget, evaluation, and technology.

This certified training and development manager skills course provides participants with the knowledge and tools needed to meet the increasing demands of the training function.

What Is a Training and Development Manager?

A training and development manager's skills lead an organization's efforts to strengthen the workforce's capability through the targeted training program.

This training and development manager skills course involves strategic planning of professional development, implementing training initiatives, and tracking their effectiveness.

Participants in this training and development manager skills certification will equipped to address complex challenges and tailor training to align with organizational goals.

Targeted Groups:

- Training Managers.
- Specialists, Team Leaders.
- Training Professionals.
- Line Managers aspiring for a career as a Training and Development Manager.

Course Objectives:

By the end of this training and development manager skills course, participants will:

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- Define key roles and responsibilities within training departments.
- Develop a mission statement outlining key result areas and performance indicators for training departments.
- Establish a training strategy that encompasses training policies, procedures, and plans.
- Illustrate crucial steps for formulating and administering training budgets.
- Utilize methods for assessing the effectiveness of training functions.
- Execute a cost-benefit analysis for various training activities, highlighting the tangible Training and Development Manager Benefits.

Targeted Competencies:

Upon the end of this training and development manager skills training, participants' competencies will:

- Leading and supervising.
- Relating and networking.
- Persuading and influencing.
- Presenting and communicating.
- Analytical thinking.
- Formulating concepts and strategies.
- Planning and organizing.
- Achieving goals and objectives.

Course Content:

Unit 1: Managing Training and Development:

- Defining management within the context of training and development.
- Essential management functions for Training and Development Managers.
- Personal assessment and development plan.
- Role of The Training Department in an Organization.
- Conducting a 'PEST' and 'SWOT' analysis.
- Devising a training strategy.
- Training department mission statement.
- Identifying key result areas.
- Training department key performance indicators.
- Marketing the training function within your organization.
- Training and development roles.
- Structure of a training department.

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Unit 2: Mapping Training Policies, Procedures, and Training Plans:

- Importance of training policies.
- A look at common training policies.
- Drafting training policies.
- Components of a training plan.
- Partnering with training providers.

Unit 3: Establishing a Training Budget:

- Whose responsibility is it?
- Budget types and techniques.
- Measurement, metrics, and budget data.
- Eight steps to creating your budget.
- Tips for defending your budget.
- Examples of training budgets.

Unit 4: The Training and Development Manager's Role in Evaluating the Training Function:

- Reasons for evaluation in training and development.
- Key performance indicators.
- Deciding on indicators.
- Monitoring and reporting.
- Measuring employees' satisfaction with the training function.
- Evaluation methods.
- Developing the training function's satisfaction survey.
- Evaluating transfer of behavior.
- Conducting a cost/benefit analysis.
- Reporting return on investment.
- Presenting your findings.

Unit 5: Training and Development Manager Training and Selecting and Implementing an LMS:

- Unpacking the criticality of Learning Management Systems LMS.
- Existing types and technology.
- Common features.
- Business requirements.
- Defining the selection process.
- Examples and comparison of LMS.

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Becoming a Certified Training and Development Manager:

Earning certification as a Certified Training and Development Manager provides an official validation of one's expertise and skills in managing training and development within an HR framework.

This certificate training and development manager skills is a step towards professional growth and effectively managing essential Training and Development Manager Roles and Responsibilities.