



Advanced Strategies in Training, Development, Organizing, and Evaluation

27 September – 1 October 2027
Lisbon (Portugal)



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Introduction:

Training and administrative development in institutions are paramount for human capital growth and for raising employees' functional efficiency. Modern training and development practices serve as an integrated framework and a strategic choice in the human resources development system. Effective training and development strategies are essential to keep up with the challenges of changing work requirements and technological advancements.

Targeted Groups:

- Training, human resources, and administrative development officials in all ministries, institutions, and authorities.
- Managers and heads of organization, personnel, and human resources departments in public and private sectors.
- Trainers, training officers, and coordinators.
- Senior management-level employees and individuals working in human resource management.
- Anyone seeking to enhance their skills and experience in this field.

Course Objectives:

By the end of this advanced HR effective strategies and evaluation training and development course, participants will be able to:

- Introduce concepts and foundations of the training process and skills for an effective trainer.
- Discuss sources and tools for identifying training needs.
- Acquire skills for dealing with various types of trainees and training situations.
- Provide training program evaluation and reporting tools.
- Conduct analysis and descriptions of jobs and understand preparation methods and their application.
- Grasp basic concepts of human resources and training principles.
- Recognize the training activity as an integrated system.
- Identify and analyze training needs thoroughly.
- Prepare effective session plans and develop strategy development training.
- Master communication and presentation skills.
- Master the skills of dealing with different types of trainees and different training situations.
- Choose appropriate training methods for the training topic.
- Select training aids and handle minor malfunctions.
- Utilize computers in training effectively.
- Learn about program assessment tools and reporting.
- Learn basic skills for the production of audiovisual aids.

- Understand the use of simulation technology in training.

Targeted Competencies:

Upon the end of this advanced HR effective strategies and evaluation training and development training participants' competencies will:

- Strategic human resource directions and effective HR training and development strategies.
- Making effective HR strategic plans.
- Understanding planning levels and target settings.
- Where do goals come from, and how do we set them?
- Organizational current state analysis and objective achievement.
- Alignment of jobs and employees.
- Retention strategies for human resources.
- What is an HR job?
- Job description crafting by HR.
- Determination of HR needs.
- Budget estimation for human resources.
- Dealing with labor supply, demand, and surpluses.
- Cost-benefit analysis in HR planning.
- Informed hiring practices.
- Tests and selection procedures based on scientific methodologies.
- Providing appropriate wages, incentives, benefits, and services.
- Performance evaluation and training for employee development.
- Preparing the next generation of employees and succession planning.

Adding Value Through HR Training and Development Strategies:

An effective HR training and development strategy is vital for organizational success in today's competitive environment. This advanced HR effective strategies and evaluation training and development course delves into the nuances of employee training and development strategies, emphasizing the importance of careful planning and execution.

Through theoretical understanding and practical application, participants will learn how to design and implement training programs that align with organizational objectives and drive employee performance. By focusing on development and training strategies that cater to individual and organizational needs, HR professionals can foster a culture of continuous learning and improvement that will ultimately lead to enhanced workforce capability and organizational growth.

Course Content:

Unit 1: Job Analysis:

- Areas and importance of job and business analysis.
- Core contents of job analysis and effective training and development strategies.
- Scientific methods for job transmission.
- Planning and implementation of job analysis processes.

Unit 2: Job Descriptions:

- Significance of job descriptions in personnel management.
- Utilization of scientific methods in job descriptions.
- Efficiency metrics for job analysis systems.

Unit 3: Job Evaluation:

- Understand job evaluations' nature and importance.
- Steps, requirements, and foundations of job evaluation.
- Methods of job evaluation.
- Determination and documentation of performance rates and job paths.

Unit 4: Recent Training and HR Development Trends:

- Plan the training activity and ascertain requirements.
- Identification of training needs linking to organizing strategies.
- Program Planning and Management.
- Steps in designing the training program.

Unit 5: Transforming the Training Department:

- Human performance problem resolution.
- Identification of root causes for human performance gaps.
- Analysis of current conditions.
- Development of methods and plans to address performance problems.
- Implementation of strategies to enhance human performance.
- Strategies for improvement of human performance and application methods.
- Modern skill sets are needed for training and development officials.
- Effective organization of the training process.
- Choice of appropriate training methods.
- Criteria for trainer selection.
- Organization of training venues.
- Logistical and administrative training aspects.

Unit 6: Training Technology:

- Technical foundations for designing training environments.
- Use of training aids and their selection.
- Follow-up and evaluation of training activities.
- Objectives of training evaluation.
- Modes of training follow-up: before, during, and after the program.
- Preparation of training evaluation reports.
- Measuring returns on training investments.