MERCURY

Managing the Training Function (Professional Training Manager)

1 – 5 March 2027
Vienna (Austria)



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Ref: 3002_1083574 **Date:** 1 – 5 March 2027 **Location:** Vienna (Austria) **Fees:** 5900 Euro

Introduction

The managing the training function course is meticulously designed to provide training managers with the tools, skills, and strategic insight required to elevate their training function to the highest possible standard.

In this management functions course, participants will engage with complex concepts and practical techniques that directly tie into the management functions central to the modern workplace, underscoring the importance of human resource management.

Through this professional training manager program, you will learn how to become a training manager and be a successful training manager with a clear understanding of the roles and responsibilities of such a position.

Recent international developments have seen training elevated in importance in successful companies. The new task and challenge is to market, run, and produce measurable results through all aspects of training. To do this, the Training Manager has unique skills to master and to be in line with the new requirements of the demands of world-class companies.

This management functions program is for training managers who need to produce measurable results and want to get the best from their training functions.

This management functions program will explain the paradigm shift that has been and is taking place in international training and will provide attendees with the skill, knowledge, and confidence to turn any training function into a true powerhouse. You will also discover the new leadership skills needed for future success and their 6 key indicators.

Targeted Groups

- Training managers.
- Training specialists.
- Training consultants.
- HR professionals.

The Role of the Successful Training Manager

In this crucial segment, participants will explore the diverse roles of the training manager, delving into the strategies and skills necessary to orchestrate a successful training manager course.

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We will identify how functional training near you can be adapted to suit your organization's unique needs and uncover the methodology behind transforming a conventional training manager into a successful training manager.

By assessing real-world scenarios and interactive case studies, attendees can anticipate a comprehensive understanding of how successful training manager training courses directly enhance the productivity and efficacy of their organization's human resources.

Course Objectives

At the end of this professional training manager course, the participants will be able to:

- Master the critical techniques of managing the new style of training function and beyond.
- Describe the new role of training and be able to carry out effective marketing within their organization.
- Re-examine the training function's design to establish the organization's most influential department.
- Master budgets and new training software for TNA and financial control.
- Demonstrate added value and return on training Investment ROI.
- Develop a training strategy.
- Understand and be able to implement the new "Training Consultant" approach to solve business issues.
- Evaluate any training and be able to explain to others and demonstrate the added value role of training.

Targeted Competencies

At the end of this management functions course, the target audience will be able to improve the following:

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

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Course Content

Unit 1: The New Shape and Design of Training Functions

- Why change anything?
- How to design practical training functions.
- Calculating how many staff you need.
- What do efficient training functions look like?
- How training activities fit with organizational strategy.
- The six critical leadership skills.

Unit 2: The Control of Data, Finances, and Figures Needed for Training Efficiency

- Streamlining essential training data.
- Make life easy - understanding basic unit costs.
- How to put a training plan together from TNA.
- The use of four training codes makes planning very easy.
- TNA - new software.
- Mastering training budgets.
- How do you compile your budget in under 15 minutes?
- Simple technique - excellent results - how to prioritize training under challenging circumstances?

Unit 3: Training Evaluation

- Definition of added value evaluation.
- Process needed.
- Improving productivity.
- Lessons learned.
- What to evaluate - good news: use a process to do this.
- Examples of evaluated training and its value to the organization.
- Evaluation in practice.

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Unit 4: New Role - The Training Managers as an Internal Consultant/Advisor

- What is a consultant? - examples of world-class consultants.
- Areas in which consultancy fits well.
- Where the consultant can add value.
- Self-analysis - how do your skills/behaviors match the 12 key areas?
- Developing these skills is the number one priority if you are going to be successful as a consultant.
- Developing business solutions.
- Locking consultancy into TNA and added value results.

Unit 5: Techniques That Make a Big Difference

- Marketing the new training function.
- Producing critical results for the senior management.
- Getting the best from external training providers.
- Writing learning outcome objectives.
- Resourcing training materials.
- Internal success measures.
- Making the most of training success - celebrate success regularly.
- Keeping up to date with training innovations.
- Useful resources.