MERCURY

HR Preparing & Developing Training Specialist & Coordinator Conference

2 – 6 August 2027
Lisbon (Portugal)



Dubai - UAE: +971 4 450 5697
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Ref: 8062_246080 **Date:** 2 – 6 August 2027 **Location:** Lisbon (Portugal) **Fees:** 5600 Euro

Introduction

This HR training and development specialist program is designed for individuals involved in training or development who need to understand the complete process of training work. The HR training and development specialist conference will provide participants with comprehensive knowledge of the new training cycle and guidance on maximizing the effectiveness of internal and external training and suppliers.

Targeted Groups

- Training Personnel.
- HR Personnel.
- Training Coordinators.
- Training Administrators.
- This HR training and development specialist conference is for individuals interested in the training department process.

Enhancing HR Specialist Training and Development

With the role of HR Training and Development Specialists evolving, it is crucial to acknowledge their responsibilities and the need for continuous certification. These professionals are tasked with identifying competency gaps and tailoring the training to bridge these gaps effectively.

They ensure employees are current with the necessary skills to enhance performance and contribute to the organization's growth. Attendees can expect to dive deep into the methods that enable a Training and Development Specialist to evaluate and implement impactful training programs.

Conference Objectives

Participants in this HR training and development specialist conference will be able to:

- Write learning objectives and create specifications for both internal and external use.
- Prioritize training and convincingly explain the prioritization process to others.
- Identify competency gaps and measure training results from competency-based training.
- Recognize what to look for when sourcing external suppliers and how to secure the best value.
- Understand the roles and responsibilities of the 4 critical jobs in training and be able to explain these roles to others.
- Show how training adds value with practical examples in Public and Private Sectors.
- Master the training jargon and professionalize their approach.

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Targeted Competencies

Target Competencies in this HR training and development specialist conference will be able to:

- Master the new training cycle.
- Specify training from external providers.
- Manage and prioritize any training request.
- Implement a training system and understand the available software.

Conference Content

Unit 1: How People Learn and What Interferes with the Learning Process

- How do adults learn?
- Motivators to the learning process.
- Learning styles.
- How does personality play such an essential role in learning?
- Reasons why people find it challenging to learn.
- Medical impediments to learning no matter how good the training is.
- Latest data on memory - and what we can do to improve it.

Unit 2: The Role and Function of Today's Training Departments

- What does training do?
- The roles within training.
- The new training activities map.
- So, who should do what in training?
- Feedback from exercise.
- Should training be a profit center, and how should it demonstrate value?
- Training role in other matters - succession planning.
- Business emergency procedures.

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Unit 3: The Two Principal Training Requirements - Competency and Performance

- A historical perspective on competency.
- How are competencies constructed?
- How much training comes from competency requirements?
- Measure before and after the results of competency-based training.
- What is performance?
- Types of performance-based training.
- How do we measure and evaluate performance-based training?

Unit 4: The Training Cycle

- How is training identified?
- Know a new and more straightforward approach to Training Needs Analysis.
- TNA discussion.
- How do we cost training?
- Keeping accurate training records - what's needed and new software.
- How do we prioritize all training?
- Prioritize training.
- How much value is in training?

Unit 5: Getting the Best from Internal and External Training Providers

- Understanding Learning Objectives.
- How do you write learning objectives?
- Understand shortcuts, easy way to write competency-based learning objectives.
- How would you measure performance-based learning objectives?
- Should high-level training results be rewarded?
- A professional evaluation tool, should you need one.