



Training Specialist and Coordinator Excellence: Preparing and Developing for Success

6 – 10 December 2026
Dubai (UAE)



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Introduction:

This HR training specialist and coordinator excellence program is designed for anyone in training or development who needs to understand how all the elements of training work.

The HR training specialist and coordinator excellence program specifically will give you detailed knowledge of the new training cycle and explain how to get the best from external and internal training and suppliers.

The role of an HR training specialist and coordinator is integral to the development and success of an organization's workforce. Participants in this course will learn how to effectively manage and coordinate training programs, contributing to employees' ongoing professional development. HR Learning and Development course is crucial for specialists seeking to refine their skills in facilitation, needs analysis, and program design.

Targeted Groups:

- Training personnel.
- HR personnel.
- Training coordinators
- Training administrators.
- This HR training specialist and coordinator excellence course is for People interested in being involved in the training department process.

Course Objectives:

By the end of this HR training specialist and coordinator excellence course, participants will be able to:

- Write learning objectives and be able to do specifications for internal and external use.
- Know how to prioritize training and convincingly explain the process to others.
- Know how to identify competency gaps and measure training results from competency-based training.
- Know what to look for when sourcing external suppliers and how to get the best value.
- Understand the role and responsibilities of the 4 critical jobs in training and be able to explain this to others.
- Explain to others how training adds value and show practical examples in both the Public and Private Sectors.
- Master the lingo and become a professional in your approach.

Targeted Competencies:

At the end of this HR training specialist, development, and coordinator excellence course, the target competencies will be able to develop:

- Mastering the new training cycle.
- Specify training from external providers.
- Managing demands and prioritizing any training request.
- Implementing a training system and understanding the software available.

Course 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.

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

- Competency - The History.
- How are competencies constructed?
- How much training comes from competency requirements?
- Measuring before and after 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?
- A new and more straightforward approach to training needs analysis.
- TNA discussion.
- How do we cost training?
- Keeping accurate training records - what's required and new software.
- How do we prioritize all training?
- Prioritizing 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?
- Shortcut, 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.