MERCURY

Essential Skills for Effective Training Administration Conference



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Introduction

An effective training administrator coordinates the administrative activities of the training function, maintaining and developing information systems to enable the department to operate proactively in employee development and training.

The Effective Training Administration Skills Conference is a premier event designed to empower professionals with the knowledge and tools needed to excel in training administration. Hosted by industry leaders, this conference offers insightful sessions, interactive workshops, and networking opportunities tailored to enhance participants' expertise in managing training programs efficiently.

Whether you're a seasoned training administrator or just starting in the field, this conference provides invaluable insights to drive success in your role. Join us to elevate your skills, expand your network, and stay ahead in the dynamic world of training administration.

Importance of Training Administration

Training administration ensures employee development programs effectively contribute to organizational growth. Effective training administrators manage the complexities of coordinating a training department by integrating various processes and systems designed to optimize the delivery and impact of training initiatives.

This effective training administration skills conference is a practical workshop designed to help participants understand the training administration process. Attendees will engage in hands-on exercises that embody the meaning of training administration, revealing how administrative professionals can substantially impact the efficiency and success of training programs.

Targeted Groups

- Training Personnel.
- Training Coordinators.
- HR Staff.

Conference Objectives

At the end of this effective training administration skills conference, the participants will be able to:

- Gain a practical, complete overview of how training departments function.
- Get the latest innovations and practices to add value to the training function.
- Gain confidence by thoroughly understanding how things work and why things need to be done in a certain way.
- Be equipped with the essential skills to give expert support in confidently planning and preparing training events.

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Targeted Competencies

At the end of this effective training administration skills conference, the target competencies will be able to:

- Working with people.
- Presenting and communicating.
- Applying expertise and technology.
- Following instructions and procedures.
- Planning and organizing.
- Formulating concepts and strategies.
- Self-management.

Conference Content

Unit 1: The Successful Training Administrator

- Defining the role, skills, qualities, and attributes that lead to success.
- Maximizing your support to your manager - defining their needs.
- Training policy and your organization's strategy.
- Keeping up to date with training issues.

Unit 2: Establishing Training Needs

- Identifying training needs at individual, departmental, and organizational levels.
- The structure of training plans and how to administer them.
- Understanding the training cycle and supporting the system.
- Awareness of different learning styles and how to provide for them.

Unit 3: Training Records and Information

- Maintaining records, systems, and libraries.
- Assessing training records software.
- Data protection implications.

Unit 4: Organization and Administration

- Identifying effective routines and administrative systems.
- Simplifying procedures and utilizing checklists.
- Storing information, books, and videos.
- Administering access.

Unit 5: Managing Training Events and Dealing with Suppliers

- Identifying training needs and possible solutions.
- Negotiating the best deal for your needs - promoting training activities.
- Organizing travel and accommodation.
- Checklists for training rooms.
- Pre- and post-course administration/document design - joining instructions and course handouts.
- Training evaluation - internal and external.

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Unit 6: Effective Face-to-Face Communication

- Analyzing assertive, aggressive, and passive behavior
- Dealing with complicated or unreliable people
- Building relationships
- Getting information and cooperation from others
- Listening and questioning effectively - becoming a better communicator

Unit 7: Personal Effectiveness and Time Management

- Planning, prioritizing, and organizing.
- Identifying and controlling time wasters.
- How to increase others' confidence in you.
- Meeting the expectations of your internal customers.