



TRAINING COORDINATOR COURSE

"Training is everything. The peach was once a bitter almond; cauliflower is nothing but cabbage with a college education." - Mark Twain

This training course is designed to help coordinators build the skills and knowledge they need to be successful in their role. Participants will develop an understanding of project management, budgeting, scheduling, communications and stakeholder management. They will also learn the basics of designing and delivering effective training plans, including strategies for setting objectives, creating content, utilizing feedback and evaluating results. Finally, the course covers best practices for developing and maintaining strong relationships with key stakeholders, as well as methods for overcoming common challenges that coordinators face. By the end of this training, coordinators will gain the skills and confidence needed to become highly successful in their roles.

Key Course Content:

- Prioritise training needs
- Search for solutions to recurring training requests
- Build your internal training capability
- Use the 70:20:10 model to formulate a training plan
- Discuss alternatives to a TNA
- Decide the function of your LMS
- Scan the environment for quality service providers
- Discuss ways to keep people accountable to "show up" for training



Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



Duration:

This course is available as a 1-day course or a truncated half-day course.



Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



Group Size:

We recommend a group size of 4-10 people.