

**ADVANCED TRAINING IN
MANAGING AND
MEASURING, TRAINING,
LEARNING &
DEVELOPMENT**



HRTD244

COURSE TITLE

Advanced Training in Managing and Measuring, Training, Learning & Development

COURSE DATE/VENUE

20 Jan - 24 Jan 2025'

Dubai, UAE

COURSE REFERENCE

HRTD44

COURSE DURATION

05 Days

DISCIPLINE

HR, Training & Development

COURSE INTRODUCTION

In the ever changing fast-paced world it is important that each individual keep themselves updated by attending necessary trainings. It is the responsibility of the Training and Learning & Development functions to identify the needs of the individual, and ensure that their learning requirement is met.

At the same time it is important to measure the Return On Investment, to achieve business mandate.

COURSE OBJECTIVE

Upon successful completion of the course, the participants will have ability to:

- Perform Training Need Analysis
- Prepare business case for the training
- Ensure that the learning & development needs are met
- Perform Return On Investment (ROI) analysis

COURSE AUDIENCE

This course will greatly benefit the professionals who handle the below functions:

- Talent Management
- Human Resources
- Training & Development

COURSE CONTENT

DAY 1

- Organisational Development , and Human Resource planning
- Defining organisational learning for your organization
- Planning for future skills and competencies
- Aligning development to meet business objectives
- Essential steps to become a learning organisation
- Managing development expectations

DAY 2

- Organisational training / development cycle
- Evaluate the competency level
- Conduct Training Needs Analysis (TNA)
- Talent management systems and procedures
- Competency frameworks, measurement, and assessment
- Succession Planning

DAY 3

- Evaluation models: Competency Levels
- Why clear and measurable learning objectives matter?
- Defining measurement parameters, metrics, impacts
- How to measure Return On Investment (ROI) in trainings?
- Understanding and applying cost-benefit analysis
- Measuring impacts

DAY 4

- Learning & Development (L & D)
- How to lead & manage?
- Factors in the strategic planning : Training and L&D functions

- Learning Management Systems (LMS) tool
- How L & D fits with performance appraisal ?

DAY 5

- Key factors for powerful business communication
- Preparing the business case: for an investment in training
- Presenting the business case: to key stakeholders
- Action plan for individuals

COURSE CERTIFICATE

TRAINIT ACADEMY will award an internationally recognized certificate(s) for each delegate on completion of training.

COURSE FEES

£4,500 per Delegate. This rate includes participant's manual, Hand-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

COURSE METHODOLOGY

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions

