

Design and Organization of the Professional Training Plan - Preparation, Monitoring and Control

General Objectives:

This Course aims to provide participants with the necessary skills for the preparation and effective development of the Diagnosis, Planning and Organization of the Training Plan process.

Specific Objectives:

At the end of this course, participants will know:

- Locate Professional Training in Human Resource Management and in the Company;
- Distinguish the different types of Professional Training;
- Coordinate a Process of Diagnosis of Professional Training needs;
- Define Goals for Vocational Training;
- Structuring Professional Training Programs;
- Prepare training evaluation mechanisms and systems.

Audience:

This Course is intended for all professionals involved and with responsibilities in terms of the design, organization, monitoring and control of the Training Plan for their company or work group that they lead.

Duration:

24 hours

Program Content:

Module I - The Company and Human Resources Management

- Global Global management and human resources management;
- People or human resources - their clarification;
- Human resources - analysis of potential versus needs.

Module II - Human Resources and Professional Training

- Why permanent formation;
- Under what circumstances to choose the professional training solution;
- The domains of the training process:
 - Diagnosis of needs;
 - Planning;
 - Conception;
 - Organization and promotion;

- Development / execution;
- Monitoring and evaluation.

Module III - Types of Professional Training

- Identification of the most effective types of training, in the context;
- Objectives and methods of different types;
- Reasons for your choice.

Module IV - Diagnosis of Training Needs

- The process of characterizing needs;
- The methodological choice and its implementation;
- Analysis of the work.

Module V - The Objectives of Professional Training

- Its definition;
- How to reach them.

Module VI - The Professional Training Plan

- Definition of courses to be taken;
- Course objectives and recipients;
- Training location and schedule;
- Disclosure of the plan;
- The implementation.

Module VII - Professional Training Programs

- The design of program content;
- Pedagogical objectives;
- Hours and schedules.

Module VIII - Preparation, Coordination and Administrative Control of Actions

- Technical and administrative support;
- Budgeting and costs.

Module IX - Organization of Professional Training Evaluation

- Monitoring and evaluation;
- Types, moments and aspects of the evaluation;
- The intervention to be developed by the training structure.