

Training Management

General Objectives:

This course aims to provide participants with the skills, methods and techniques that facilitate the Organization's management in order to strategically align the training function with the organization's business objectives.

Specific Objectives:

At the end of the course the trainees will be able to:

- Identify the reasons and the importance of the need for strategic alignment of professional training with business objectives;
- Identify the key areas of training that contribute to the development of the organization;
- Identify which types of training are suitable for the organization / employee;
- Recognize the critical success factors in monitoring the training;
- Analyze budgets and identify the differentiating factors;
- Evaluate suppliers based on continuous service improvement;
- Integrate the management of human resources and training in the business management cycle;
- Distinguish strategic and operational objectives;
- Operationalize strategic objectives;
- Relate professional training objectives to operational objectives;
- Fit the training needs in the Organization's strategy;
- Identify the types of training that are most effective for the internal client;
- Recognize the needs diagnosis process;
- Manage the training plan according to the Organization's strategic objectives.

Audience:

This Course is intended for all professionals who collaborate and are involved in functions related to Training, namely Senior and intermediate managers and managers, Coordinators of work groups and direct managers, Project managers, Human resource management technicians and / or Vocational training management technicians.

Duration:

30 Hours

Program content:

Module A - Knowledge and Training Management

Module I - The importance of training in organizations:

- The Role of the Human Resources Manager and Training Manager;
- The Importance of Trust in Function: The Trust Equation;

- Knowledge management in the organization.

Module II - Strategic Training Alignment with Business Objectives:

- Socio-economic framework and analysis;
- The relationship with the organizational environment.

Module III - The business objectives:

- The mission, vision and business objectives: their definition and communication;
- The management cycle and the management of human resources.

Module IV - Strategic and operational objectives:

- Its differentiation;
- The establishment of strategic objectives and their monitoring;
- Translate strategic objectives into operational objectives.
- The importance of training in the organization's strategy - internal marketing;
- Framing the training needs in the organization;
- The choice of training modalities;
- Monitoring: identification of critical factors for the success of training;
- Training certification;
- Evaluation of the return on investment of training.

Module V - The relationship between operational objectives and training objectives:

- People management and training management;
- Planning and organization of professional training;
- Survey of training needs and professional training objectives;
- Factors that influence the price;
- Analysis of suppliers' prices and conditions;
- Compliance with the plan vs budget management.
- Supplier Evaluation
- Definition of supplier selection criteria;
- Intermediate and final assessment of suppliers.

Module B- Management and Effective Control of the Training Plan using the Excel tool

Module I - The role of professional training within the organization using the Excel tool:

- The strategic indicators to be contemplated - use of the Excel tool;
- Types of Vocational Training:
 - o Identification of the most effective types of training in the context;
 - o Objectives and methods of the different types;

- o Reasons for your choice.

Module II - Projects and training plans using the Excel tool:

- Diagnosis of Training Needs:
 - o The process of characterizing needs;
 - o The methodological choice and its implementation;
 - o Analysis of the work;
 - o Creation of templates and indicators.
- The Professional Training Plan:
 - o Frequency;
 - o Integration with Career Management;
 - o Integration with Performance Evaluation;
 - o Definition of courses to be taken;
 - o Objectives of courses and recipients;
 - o Location of training and scheduling;
 - o Disclosure of the plan;
 - o The implementation.