Training course on Preparing and Developing Training Specialists and Coordinators

Professional Development Training Course Outline

Category	Business	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Training Course on Preparing and Developing Training Specialists and Coordinators

Introduction

In today's dynamic work environment, the role of training specialists and coordinators is crucial for fostering talent and enhancing organizational performance. **Training Course on Preparing and Developing Training Specialists and Coordinators** is designed to equip participants with the essential skills and competencies required to excel in training roles. Leveraging innovative instructional design and adult learning principles, attendees will learn how to create impactful training programs that meet the diverse needs of learners. By focusing on practical applications and interactive methodologies, this course empowers participants to facilitate effective learning experiences that drive employee engagement and productivity.

As organizations increasingly prioritize professional development, the demand for skilled training specialists and coordinators continues to grow. This course emphasizes best practices in training needs assessment, curriculum development, and evaluation techniques. Participants will engage in hands-on activities that simulate real-world training challenges, enabling them to apply theoretical knowledge in practical contexts. By the end of the program, attendees will be well-prepared to design, implement, and assess training initiatives that contribute to organizational success and employee growth. This comprehensive training program not only enhances technical skills but also fosters leadership capabilities essential for influencing positive change within organizations.

Course Objectives

1. Understand the fundamentals of instructional design and adult learning theories.
2. Master techniques for conducting training needs assessments.
3. Develop effective training programs tailored to diverse audiences.

4. Implement engaging instructional strategies to enhance learner participation.
5. Evaluate training effectiveness through assessment and feedback mechanisms.
6. Address challenges in coordinating training logistics and resources.
7. Utilize technology and digital tools for training delivery.
8. Foster a culture of continuous learning within organizations.
9. Communicate training objectives and outcomes effectively to stakeholders.
10. Design curriculum that aligns with organizational goals and competencies.
11. Integrate evaluation methods to measure training impact.
12. Promote diversity and inclusion in training practices.
13. Prepare for future trends in training and development.

Target Audience

1. Training Specialists
2. Learning and Development Coordinators
3. HR Professionals
4. Organizational Development Practitioners
5. Educational Administrators
6. Business Leaders
7. Corporate Trainers
8. Graduate Students in Human Resources

Course Duration: 5 Days

Course Modules

Module 1: Introduction to Training and Development

- Overview of training and development concepts.
- Importance of training specialists in organizations.
- Key roles and responsibilities of training coordinators.
- Adult learning principles and theories.
- Case studies on successful training initiatives.

Module 2: Conducting Training Needs Assessments

- Techniques for identifying training needs.
- Tools for gathering data and feedback.
- Analyzing performance gaps and learning objectives.
- Engaging stakeholders in the assessment process.
- Developing a training needs assessment report.

Module 3: Instructional Design and Curriculum Development

- Fundamentals of instructional design models.
- Creating effective learning objectives.
- Designing curricula that meet organizational needs.
- Aligning training materials with learning outcomes.
- Incorporating experiential learning techniques.

Module 4: Engaging Training Delivery Methods

- Overview of various training delivery methods.
- Utilizing interactive and participatory techniques.
- Incorporating multimedia and technology in training.
- Adapting training styles to different audiences.
- Best practices for facilitating engaging sessions.

Module 5: Evaluating Training Effectiveness

- Importance of evaluation in training programs.
- Methods for assessing learner outcomes.
- Gathering feedback for continuous improvement.
- Developing evaluation frameworks and metrics.
- Analyzing training impact on organizational performance.

Module 6: Coordinating Training Logistics

- Planning and organizing training events.
- Managing resources and budgets effectively.
- Ensuring accessibility and inclusivity in training.
- Collaborating with external vendors and trainers.
- Developing contingency plans for training delivery.

Module 7: Leveraging Technology in Training

- Overview of e-learning and digital training tools.
- Utilizing Learning Management Systems (LMS).
- Creating online training modules and resources.
- Best practices for virtual training delivery.
- Measuring the effectiveness of technology-enhanced training.

Module 8: Fostering a Culture of Continuous Learning

- Strategies for promoting lifelong learning.
- Encouraging employee engagement in training initiatives.
- Developing mentorship and coaching programs.
- Recognizing and rewarding learning achievements.
- Building a supportive learning environment.

Training Methodology

- **Interactive Workshops:** Facilitated discussions, group exercises, and problem-solving activities.
- **Case Studies:** Real-world examples to illustrate successful community-based surveillance practices.
- **Role-Playing and Simulations:** Practice engaging communities in surveillance activities.
- **Expert Presentations:** Insights from experienced public health professionals and community leaders.
- **Group Projects:** Collaborative development of community surveillance plans.
- **Action Planning:** Development of personalized action plans for implementing community-based surveillance.

- **Digital Tools and Resources:** Utilization of online platforms for collaboration and learning.
- **Peer-to-Peer Learning:** Sharing experiences and insights on community engagement.
- **Post-Training Support:** Access to online forums, mentorship, and continued learning resources.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

- Participants must be conversant in English.
- Upon completion of training, participants will receive an Authorized Training Certificate.
- The course duration is flexible and can be modified to fit any number of days.
- Course fee includes facilitation, training materials, 2 coffee breaks, buffet lunch, and a Certificate upon successful completion.
- One-year post-training support, consultation, and coaching provided after the course.
- Payment should be made at least a week before the training commencement to Fineskill Training Center account, as indicated in the invoice, to enable better preparation.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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