

TRAINING MANAGEMENT & FACILITATION SKILLS

As more organisations acknowledge the training and development of their people as a competitive strategy, the need to manage the training function more effectively becomes imperative. This intensive three-day programme offers HR, training and learning practitioners a range of practical techniques for the effective administration of the training function to meet business goals.

Learning Objectives

Participants will:

- Understand the strategic fit between training and business goals
- Develop a structured training needs analysis
- Determine measurable learning objectives
- Relate effectively with regulatory institutions
- Develop criteria for selecting external training consultants
- Prepare a functional training policy
- Evaluate learning events to ensure they add value to the organisation.

Learning Contents

- Key business drivers
- The purpose and focus of training
- Aligning training and business goals
- Developing a training policy
- Training needs and competency analysis
- The five-step model for structuring learning plans

- Creating learning events
- Training budget
- Developing criteria for selecting external consultants
- Training evaluation – Kirk Patrick Model
- The learning organisation
- E-learning and microlearning
- Ethical issues in training management
- Building effective relations with ITF, CMD and other institutions
- Checklist for training administration

Physical	Virtual (local)	Virtual (International)
₦ 225,000.00	₦ 199,999.00	□ 165.00

N149,500.00 VAT *Inclusive*

Discounts off regular fees for open programmes: 3-5 nominations – 5%

Programme also available as in-plant. Fee: Negotiable

Who Should Attend?

Training managers, coordinators, learning consultants, Line managers and HR personnel

Dates

March 5 -7,

May 14 – 16,

August 12 – 14, 2025.

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