

Introduction

An effective training administrator plays a vital role in overseeing the operational and administrative aspects of employee training and development. These professionals ensure that human resources departments are equipped with robust information systems that support proactive personnel development, reflecting the core competencies needed by modern human resources professionals.

This course is carefully designed to provide participants with the essential knowledge and practical management abilities required to succeed as human resources training administrators. It focuses on developing foundational skills in training coordination, human resources administration, benefits administration, and general administrative responsibilities within the field of training and development.

Participants will learn how to apply these critical skills to enhance training delivery and support employee growth within their organizations.

Intended Audience

This program is specifically tailored for:

- Training professionals
 - Training coordinators
 - Human resources personnel
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Learning Objectives

Upon completing this course on essential skills for human resources training administrators, participants will be able to:

- Understand the core functions and responsibilities of a training department from an operational perspective
 - Stay updated on the latest advancements and best practices that bring added value to the training function
 - Gain confidence through a deep understanding of training procedures and the reasoning behind specific practices
 - Develop the core human resources management skills necessary to effectively support the planning and execution of training programs
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Key Competencies Developed

By the end of this course, participants will enhance their capabilities in the following areas:

- Collaborating effectively with others
 - Communicating and presenting information clearly
 - Using technology and applying professional knowledge
 - Following structured procedures accurately
 - Planning and organizing administrative tasks efficiently
 - Developing strategies and conceptual thinking
 - Managing personal effectiveness in the workplace
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Course Content

Unit 1: The Effective Training Administrator

- Clarifying the responsibilities, necessary skills, and key attributes for success in human resources and training administration
- Strengthening support for organizational leaders by understanding their specific needs
- Aligning training policies with the strategic direction of the organization
- Staying informed about current training topics, trends, and innovations

Unit 2: Identifying and Establishing Training Needs

- Recognizing training needs at the individual, departmental, and organizational levels
- Designing and implementing effective training programs based on identified needs
- Understanding and applying the full training cycle and its associated support processes
- Addressing different learning preferences and ensuring inclusive training delivery

Unit 3: Training Records and Information Management

- Keeping accurate records and maintaining training-related systems
- Exploring software tools that support administrative duties in training management
- Understanding the importance and legal considerations of data protection in training records

Unit 4: Organizing and Administering Training Functions

- Creating reliable routines and administrative systems that improve efficiency
- Applying structured checklists to streamline administrative procedures
- Managing resources such as manuals, guides, and reference materials effectively
- Ensuring that training materials and information are easily accessible and well-maintained

Unit 5: Coordinating Training Events and Managing External Providers

- Assessing training needs and identifying suitable solutions
- Negotiating favorable terms with vendors and promoting training initiatives internally
- Handling logistics including travel, accommodations, and venue arrangements
- Developing detailed training event checklists to ensure smooth delivery
- Preparing and managing pre-course and post-course materials, including participant instructions and handouts
- Evaluating training programs and managing relationships with external training providers

Unit 6: Effective In-Person Communication Skills

- Differentiating between assertive, aggressive, and passive communication styles
- Navigating difficult conversations and working with uncooperative stakeholders
- Building strong, professional relationships in the workplace
- Gaining information and support from different individuals and departments
- Enhancing listening and questioning techniques to become a more effective communicator

Unit 7: Personal Efficiency and Managing Time Effectively

- Learning to plan, prioritize, and organize work for maximum productivity
- Recognizing and minimizing distractions or inefficiencies
- Building credibility by earning the trust and confidence of colleagues and managers
- Consistently meeting the expectations of internal stakeholders and providing exceptional support