

## Managing Training and Development

### Course Description

Training and Development is often seen as a 'nice to have', something which is good but expendable if finances become tighter. This is a view which does not take into account the benefits of a well thought out and costed training plan, one which is designed to more than repay the investment.

This course will show how training can be managed to produce a good return for the business as well as a good resource for the staff and managers themselves.

### Target Audience

This course is suitable for those who are responsible for the training and development function of their organisations. It will help planning and analysis of the training function for those not familiar with this and provide a useful refresher for established training managers,

### Course Objectives

On completion of the course delegates will:

- Understand how to assess training needs and begin to plan to meet them
- Know how to plan and organise the training function
- Be able to deliver effective training programmes
- Learn how to communicate with the rest of the business
- Control spending and investment with much more confidence

### Course Format

The course will be run as a workshop and include opportunities for discussion.

### Course Content

- ✓ Assessing training needs and setting objectives
- ✓ Building training plans and desired outcomes
- ✓ Delivering the training plan
- ✓ Analysing successes and failures
- ✓ Training management and its role in the wider business
- ✓ Selling the benefits of training to the workforce
- ✓ Setting, justifying and managing training budgets
- ✓ Reviewing training spend against achievements
- ✓ Managing external training providers

## **Trainer Donna Shoesmith MInstLM & CiTP Accredited**

Donna is an accomplished training and business consultant, with a passion for developing people and businesses. Professional and highly motivated with excellent communication and interpersonal skills, she ensures effective and professional relationships are built with all levels of staff. She is committed to providing highly effective training and development supported by personal, and dedicated, delegate support. She is accredited by the Institute of Leadership and Management to deliver training for and assess candidates of nationally accredited management qualifications.

**Duration** One day

**Date** 15 October 2008

**Time** 9.30 am – 4.30 pm

**Venue** IMC Marlborough Training Rooms, 16 St Clare Street, London EC3N 1LQ

**Fee** £295 +VAT (including refreshments)

**Bookings** To reserve a place on this course please contact Nigel Piper  
Telephone: 020 7481 9160 or email: [nigel.piper@mtc.tc](mailto:nigel.piper@mtc.tc)