BLACKBIRD FOR TRAINING

Enhancing Planning & Training Management

Amsterdam (Netherlands)

6 - 10 October 2025

Enhancing Planning & Training Management

Code: HR28 From: 6 - 10 October 2025 City: Amsterdam (Netherlands) Fees: 4200 Pound

Introduction

Training planning is now a critical factor in the ability of international businesses to compete globally in the long term. It is now seen as a key business requirement, organizations must have a clear strategy, to support the training Planning process, we will discuss a number of real-life strategies and approaches. Just like verses of poetry, to make training planning more successful, you should team it up with training. The stronger the link the better the effect.

Course Objectives

- Consider a number of strategic models for training planning.
- Master and be able to use methods to explore predictive trends.
- Managing/controlling documents, including folders and forms, to reduce document distribution costs.
- Develop business techniques in order to manage the training planning process.
- Plan and implement action plans for self and individuals/managers involved in the training Planning process.
- Relate all the above mentioned to managing the training function in an organization.

Course Outlines

Day 1: The dynamic role of training planning vis-à-vis Training Management

- Introductions, programs, objectives, and ways of working.
- HR models and how to satisfy potential future organizational structures.
- The growing business importance of HR training planning HRMP.
- The changing shape of organizations and work requirements - the effects on today's organization.
- Trends - right-sizing; what's appropriate - use of decision-making tools and examples.
- The four main areas of training planning - Strategic focus, Data and analysis, training planning, and people development including a case study.

Day 2: The strategic focus on training planning from the first principals

- The new HR strategic map.
- How to use a strategic template - exercise and case study.
- Measuring organizational maturity - a trigger for training planning activities - exercise.
- Converting strategy into workable plans, the collection, and analysis of business data to trigger appropriate action.
- Techniques for delivering on time and on budget.

Document management/control

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- Control documents including folders and forms.
- Reduce document distribution costs - no more paper.
- Distribute and view documents - no more paper.
- Cooperation between departments through electronic work.
- Scanning, indexing, OC, and archiving of paper documents.
- The speed in informing the targets, whether in the plan or a work assignment.

Day 3: training, forecasting, trend analysis, and Training planning

- Understanding trends - examples and exercise.
- Use of predictive software to support the supply of training.
- How to measure relationships and understand results - exercises.
- The need for using unit costs - exercise.
- Individual measurements, exactly how competencies are structured.
- Managing expectations and individual needs.
- Measuring and forecasting an individual s performance using behavioral techniques.

Day 4: training supply - Business planning and manpower re-engineering

- Selecting the right principal for training supply.
- Consider the three approaches to succession planning.
- The use of pre-selection for key posts - the role of psychometric testing, emotional intelligence assessment centers, agreements, and visual development maps.
- Business review - why training planning should be considered and where it has an impact.
- Explore the linkages and interrelation with training.
- Prefer the most appropriate training.
- Knowledge of training needs.
- Comprehensive training planning.
- Training financing plans.

Day 5: Making the training planning process fit together to maximize results

- The use of management tools and techniques to achieve maximum effect.
- Why performance appraisals on their own don t work for selection into development pools.
- Three approaches, talent pool, individual selection, and headhunting.
- The cooperation needed in order to achieve the business benefits.
- How the whole training planning process should fit together with the HR & Training function.

Practical application

- Case Study.
- Practical models.

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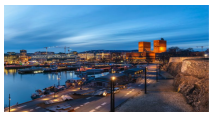
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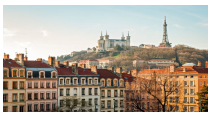
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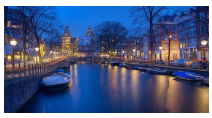
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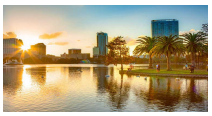
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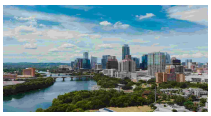
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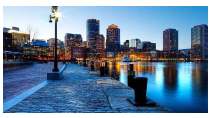
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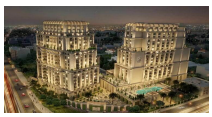
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