

Enhancing Planning & Training Management

Cape Town (South Africa)

28 April - 2 May 2025

UK Training

PARTNER



Enhancing Planning & Training Management

Code: HR28 From: 28 April - 2 May 2025 City: Cape Town (South Africa) Fees: 3300 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

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The pieces are in shades of gold and silver. The board is a checkered pattern of light and dark squares. The text 'UK Training PARTNER' is overlaid on the right side of the board.

UK Training
PARTNER

- 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.

Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training
PARTNER

Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training
PARTNER

