

## Enhancing Planning & Training Management

*Accra (Ghana)*

*3 - 7 February 2025*

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## Enhancing Planning & Training Management

Code: HR28 From: 3 - 7 February 2025 City: Accra (Ghana) Fees: 3700 Pound

### Introduction

Training Planning is now a critical factor in the longer-term ability of International businesses to compete globally. 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 of Enhancing Planning & Training Management

- 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, 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

### Enhancing Planning & Training Management Course Outlines

#### Day 1

##### The dynamic role of training planning vis-à-vis Training Management

- Introductions, programmed, 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 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

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- 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

- 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's needs
- Measuring and forecasting 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 HR & Training function

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Practical application

- Case Study
- Practical models

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