

## Enhancing Planning & Training Management

*Accra (Ghana)*

*3 - 7 February 2025*

UK Training

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## Enhancing Planning & Training Management

Code: HR28 From: 3 - 7 February 2025 City: Accra (Ghana) 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 text 'UK Training PARTNER' is overlaid on the board.

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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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