BLACKBIRD FOR TRAINING

# Enhancing Planning & Training Management

28 June – 2 July 2027
Prague (Czech Republic)

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PARTNER



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**Ref:** 321669_297443 **Date:** 28 June – 2 July 2027 **Location:** Prague (Czech Republic) **Fees:** 5200 GBP

## Introduction

In today's competitive global market, training planning has become a critical factor for international businesses aiming to succeed in the long term. It is now seen as a key business requirement, and organizations must have a clear strategy to support the training planning process. In this course, we will discuss various real-life strategies and approaches to make training planning more effective. Much like verses of poetry, training planning must be synchronized with the right training efforts. The stronger the connection, the greater the impact on organizational performance.

## Course Objectives

By the end of this course, participants will be able to:

- Identify and apply strategic models in training planning.
- Master methods to explore and predict emerging trends.
- Efficiently manage documents, including files and forms, to reduce distribution costs.
- Develop business techniques to manage the training planning process.
- Create and implement action plans for themselves and other managers involved in training planning.
- Connect all the learned concepts to effectively manage the training function within organizations.
- Apply strategic planning principles in real-world work environments through hands-on exercises.

## Course Outlines

### Day 1: The Dynamic Role of Training Planning vs. Training Management

- Definitions, objectives, and methodologies in training management.
- HR models and how to meet future organizational structure needs.
- The increasing importance of training planning in the business world and its impact on organizational success.
- The evolving nature of organizations and work requirements.
- Understanding and applying decision-making tools in training planning.
- The four main areas of training planning: strategic focus, data and analysis, planning, and people development. Case Study: Training Planning in action.



## Day 2: The Strategic Focus on Training Planning from First Principles

- Designing an HR strategic map.
- How to use a strategic template for training planning with exercises and case studies.
- Measuring organizational maturity and how it triggers training planning activities.
- Converting strategy into actionable plans through data collection and business analysis.
- Delivering training plans on time and within budget.
- Managing and controlling documents: reducing costs and improving document distribution efficiency.

## Day 3: Forecasting, Trend Analysis, and Training Planning

- Understanding trends in training and how to apply them to training plans.
- Using predictive software to support training supply.
- Measuring relationships and understanding results through training data.
- The importance of unit costs in training planning.
- Managing individual needs and expectations within the training process.
- Using behavioral techniques to forecast individual performance and growth.

## Day 4: Training Supply - Business Planning and Workforce Re-engineering

- Selecting the right principal for training supply.
- Exploring approaches to succession planning and key selection methods.
- The role of psychometric testing, emotional intelligence, and assessment centers in training planning.
- Understanding why training planning should be linked to broader business performance.
- Exploring the relationship between training needs and business planning.
- Developing comprehensive training financial plans.

## Day 5: Integrating the Training Planning Process to Maximize Results

- Utilizing management tools and techniques for effective training management.
- Why performance appraisals alone don't work for training selection.
- Using various selection approaches like talent pools, individual selection, and headhunting.
- The cooperation needed to achieve business benefits from training planning.
- How the entire training planning process should integrate seamlessly with the HR & Training functions.
- Practical application: Case Study in training management.



## Why Attend This Course: Wins & Losses!

- Gain practical skills in training planning and training management.
- Learn to apply strategic planning techniques to improve your organization's training management and boost employee performance.
- Understand how to use document management to reduce costs and improve collaboration within departments.
- Learn how to align training strategies with business objectives for greater efficiency.
- Develop a thorough understanding of business planning and its connection to training needs.
- Acquire certification in advanced training management that enhances your professional standing.

## Conclusion

This course is the ideal solution for anyone looking to develop practical skills in training management and strategic training planning. Through the application of strategic planning models and tools, you will be able to enhance your skills in training management and drive organizational success. By integrating training planning with broader organizational goals, this course will equip you with the expertise needed to optimize your training programs and improve overall performance.

**Join us to gain an advanced training management certification and elevate your career to the next level!**

