XCELERATE TRAINING INSTITUTE
your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

Strategic Training Coordinator Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
4 – 8 Jan 2027	Amman	Classroom	€4,800
28 Jun – 2 Jul 2027	Live online	Online (live)	€1,200
6 – 10 Dec 2027	Live online	Online (live)	€1,200

Register or ask a question

Online: staging.x8ti.com/course/strategic-training-coordinator-course-2/
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Strategic Training Coordinator Course

Introduction

Introduction

The role of a training coordinator has changed over the past years from that of an administrator, record keeper and scheduler to a more complex one. The new role goes beyond the role of support staff. It now includes, not only interviewing the vendors, but also conducting, and designing the training programs as well.

To handle this role better, you need to appreciate the bigger picture of the Learning and Training function, learn the new market trends, the new tools and technologies, and relationship management.

This course by Xcelerate Training Institute will help you understand the strategic side of the Learning and Development function, acquire the consultative skills required to partner with the stakeholders, and evaluate the training outcome. This course goes beyond the logistics of training coordination and gives you the skills required to become a true business partner of your organization.

Learning Objectives

- Understand your transition from internal consulting approach to partner with the internal and external stakeholders
- Understand the skills required for communication, and better inter-personal relations with all the stakeholders
- Identify how to diagnose the learning need of the functions in relation to the organization
- Determine appropriate learning solution based on the needs, and desired outcome of the functions
- Work with the outside vendors to formulate appropriate learning solutions
- Articulate the training requirement to the training vendors
- Understand the right evaluation strategies and the training outcomes

Training Methodology

This training course at Xcelerate Training Institute goes beyond the administration of training coordination. To imbibe you with the skills required to become a true business partner, we offer flexible and blended formats to meet your requirements.

A highly interactive presentation will also include several management games, paper-pencil exercises, activities, role plays, videos, and robust practice sessions. You get an opportunity to share your ideas with other industry participants as well.

Benefits for Your Organization

- Eliminate the trial and error method of learning while working on a project, and thus a lesser learning period
- Improved Productivity

- Reduction in the cost of productivity
- Uniform methods of working will ensure seamless flow at work
- Less supervision
- Efficiency and effectiveness will increase
- Accidents will reduce to minimal

Benefits for You

- Transition in the mindset from a coordinator to a more strategic role
- Better relationship with the stakeholders will improve effectiveness and productivity at work
- Get exposure to the new tools and technologies being used by the other companies
- Learn a structured way of handling the entire process
- Learn the success secrets from other coordinators present

Target Audience

Xcelerate Training Institute recommends this course for

- Training Coordinators
- Freshers who want to take up this role
- Graduates in HR who want to specialize in training
- Line Managers

Course Outline

INTRODUCTION TO THE ROLE OF THE TRAINING COORDINATOR

- Identify the competencies required for a training coordinator
- Understand your key roles, and responsibilities
- Write your own job description as a training coordinator

TRANSITION TO A CONSULTATIVE APPROACH WITH THE STAKEHOLDERS

- Understand the life cycle of the training function, and where your organization is, in that life cycle
- Understand how to become business partners with the management team
- Understand the knowledge, skills, attitude required for the new role
- Understand the consulting process

DIAGNOSING AND PLANNING

- Assess the different techniques used to analyze the performance problems and figure out if training is the answer to them
- Examine the barriers impacting performance
- Learn how to respond rather than react to the training requirements
- Learn how to interpret the training needs and assess data
- Understand the special assessment challenges
- Understand how to present a performance improvement plan at a feedback meeting
- Understand the importance of rapport building in the organization
- Monitor the training budget

CRAFTING A TRAINING PROGRAM

- Identify the learning objectives to meet the business need
- Understand the adult learning concepts to enhance learning
- Understand how to make the learners retain by using the five concepts of learning
- Understand how to process learning through the five adult learning stages

DEVELOP AND MAINTAIN TRAINING RESOURCES

- Learn how to develop, and establish a corporate library, and a resource center
- Learn how to select, coach, and develop subject matter experts as trainers
- Understand the criteria for buying external resources for training
- Understand when, and how to hire an external consultant

TRAINING ENROLLMENT, DATA MAINTENANCE AND FOLLOW-UP

- Marketing your programs for better participation
- Reviewing the process of registration and confirmation by the participants
- Understand the essentials of record-keeping
- Monitor Tuition reimbursement programs
- Collate participant evaluations

MANAGING THE SCHEDULES FOR TRAINING, AND THE ARRANGEMENT OF THE FACILITIES

- Essentials of developing the schedule for training
- Selecting the site for training – in office or outside
- Determining the room – set up for training
- Communicate your expectations to hotel/meeting facilities
- Troubleshooting any challenges that might arise
- Learn the tips on ordering supplies, audio-visual equipment, and refreshments
- Maintaining a checklist of the training

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Registration Form

Strategic Training Coordinator Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

Call
+491631686678

Email this form
info@x8ti.com

Register online
Open the course page