

MANAGING SMART HUMAN RESOURCE DEVELOPMENT & TRAINING FUNCTIONS EFFECTIVELY



INTRODUCTION

The role of training department in organizing Human Capital Development activities are equally important to other department roles and functions especially in managing human resource development and talent. This particular program has been designed to build specific skills and competencies for staff those managers and coordinates training function in order for them to perform accordingly and effectively.

WHO SHOULD ATTEND?

- Training Officers
- Trainers/Training Executives
- Training HODs
- HR Assistants/Officers
- Administrators
- Administrative Assistant
- All training/HR personnel who are responsible for the management of the training functions and the design of the training program

OBJECTIVES

By the end of this program, participants are able to:

- Understand the role and competencies of a training coordinator
- Review the requirements of training functions
- Comply to the HRDF Requirement
- Grasp the training cycle
- Enhance knowledge on Training Needs Analysis
- Learn the steps required to establish the training budget and calendar
- Understand the evaluation process
 - Knowledge management
 - Looking on the training ROI

COURSE OUTLINE

- Introduction
- Training Needs Analysis
- Method of Identifying Training Needs
- Understand the Human Resource Development Fund

- Managing Your Training Environment
- Course Evaluation Method
- Induction Programme and On-The-Job Training (OJT)



If you have any enquiries, please contact
+60 (3) 56213630 or
email: info@comfori.com

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