

PERSONNEL TRAINING

One of the most important characteristics of an organisation is its learning capacity. The organisations learn! This is their chance to adapt in continuous changing world. Personnel's training is a systematic and planning activity for this goal.

As part of this course the personnel involved in the training plans elaboration can merge the key training steps with the quality system implemented. The participants will develop training needs analysis forms for their organizations. We will analyse the criteria on training provider decision-making.

OBJECTIVES

At the end of the course the participants will be able:

- to state the learning basis principles;
- to describe the optimising modalities of learning that can be used in organising the personnel training programmes;
- to establish the objectives of a personnel training program;
- to elaborate the schedule of a training program;
- to carry out the activities of the implementation of a training program;
- to elaborate the ways of participants' evaluation appropriate for specific training;
- to quantify in monetary units the results of the program evaluation;

- Activity plan drawing up
- Selecting the methods and the place for training program
- Exigency for training activity programme
- Implementation of the personnel training programmes
- Evaluation of the training program
- Cost benefits analysis of the personnel training activity

PARTICIPANTS

- Managerial team members
- Personnel that is coordinating training

DURATION: 3 days



COURSE CONTENT

- Training needs analysis
- Characteristics of the adult learning process
- Basis principles
- Individual differences, style and learning strategies
- Maximisation of the adult learning programs efficiency
- Organising the training programs
- Defining the objectives
- Trainer selection

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