

**Training Title**

**TRAINING COORDINATOR WORKSHOP**

**Training Duration**

5 days

**Training Venue and Dates**

Training Coordinator Workshop	5	25-29 April	\$3,300	Abu Dhabi
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In any of the 5 star hotels. The exact venue will be informed soon.

**Training Fees**

- 3300 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

**Training Certificate**

Define Management Consultants Certificate of course completion will be issued to all attendees.

**Who Should Attend**

Training coordinators and professionals. Strategic planers, managers and supervisors, mentors, and HRspecialists.

**Course Description**

Coordinators need to know many skills to be able to select, schedule, and bargain for the best training programs.

Training starts by identifying training needs, trainees' current performance levels, what is important for the organization to train on, and alternatives for improving the performance for business and employees.

Participants will learn the skills that will allow them to effectively, assess the needs of trainings through recognizing the differences between training for HARD skills, and training for SOFT skills, analyzing training and developmental needs, and the understanding of key organization development concepts and practices.

**Course Objectives**

Upon completion of this workshop, participant will be able to



- a. The role of a training coordinator
- b. The learning domains
- c. Needs analysis
- d. Training or Development?
- e. Planning for training
- f. Planning for development
- g. Detecting organization's developmental gaps
- h. Detecting employees performance gap
- i. Understand how can employees be motivated
- j. Understand how to select training and developmental programs that yield high Return-on-investment
- k. Tricks for getting more programs for less

### Course Topics

#### Day 1

- Introduction
- The role of a training coordinator
- What the Training coordinator should/not do?
- The learning domains

#### Day 2

- Needs analysis
- Training or Development?
- Before planning for training and development

#### Day 3

- Planning for training
- Planning for development
- References for organization needs
- Detecting organization's developmental gaps

#### Day 4

- References for Employees training requirements
- Detecting employees performance gap
- Understanding how can employees be motivated
- Understanding the motivation Cycle

## Day 5

- **Understand how to select training and developmental programs that yield high Return-on-investment**
- **Tricks for getting more programs for less**
- **Planning and scheduling programs**

### Training Instructor

#### **Mr. Farouq Al Masri**

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**Farouq Al-Masri's** experience goes beyond 25 years in the HR field, where he was an employee, and as consultant to several Industrial, contracting, hospitals, and banks in the area. **His work for the world's leading Oil company-Saudi Aramco- for more than 22 years gave him the experience and skills that made him reach his current level of proficiency.**

Since he completed his higher education and became certified as an Human Resources Development Consultant from Minnesota university- U.S.A. – 2001, and supported it later, by a certificate in management from Charter Management Institute- U.K- 2004 , He started to search for answers to existing problems in business.

He succeeded in finding practical and experimental solutions for many existing, hard to work with, problems, such as effective teams, making and implementing strategies, effective training strategies, effective communications through managing agreements,... etc.

Measuring employees performance became objective through applying his new tool" Performance Measurements for Soft Skills". He first, introduced it to the world in Jun 2001 to the world at GITM conference in Dallas, U.S.A., and made several improvements to it since then.

He strongly believes that organizations have most of the necessary knowledge and experiences they desired, but, Scattered with many people and in many files. All it needs is to collect the available, but scattered, knowledge in a professional way, by specialized consultants who are experts in the art of Organization Development, and Performance Improvements.

Farouq Designed and presented many seminars, and workshops for both public and private sectors, in the Gulf area. He was a guest speaker at the King Fahad University, Saudi Arabia, Bahrain Quality Society, Bahrain, and the Global Business form, Dubai

- **Certified in Human Resource Development – Minnesota University 2001- USA**
- **Certified in Management- Chartered Management Institute 2004- UK**
- **22 years HR and consultation experience with Saudi Aramco**
- **Trainer and consultants for many programs in the Gulf and the world**
- **Certified trainer by Service Quality Institute, U.S.A.**

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