informatech

HUMAN RESOURCES AND TRAINING | HRT-034

# Certified Training Manager


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# Course content

## Why Attend

Training managers play a critical role in building organizational capability, improving employee performance, and aligning learning strategies with business objectives. However, effective training management requires more than delivering courses—it demands strategic planning, needs analysis, program design, budgeting, and impact evaluation.

This programme is designed to equip training professionals with the full skill set required to manage a modern Learning & Development function. It focuses on transforming training departments into strategic learning units that deliver measurable business value.

Participants will gain practical tools to plan, implement, manage, and evaluate training programs effectively, while ensuring alignment with organizational goals.

## Course Methodology

This programme uses a practical, management-focused approach:

- Real-world L&D and training management case studies
- Interactive workshops and group exercises
- Training planning and budgeting simulations
- Scenario-based program design activities
- Practical tools, templates, and frameworks

## Course Objectives

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

- Understand the role of a modern training manager
- Develop strategic training and learning plans
- Conduct effective training needs analysis (TNA)
- Design and manage training programs and curricula

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## Course Objectives

- Manage training budgets and resources efficiently
- Evaluate training effectiveness and ROI
- Align learning strategies with business objectives

## Target Audience

This course is suitable for:

- Training Managers and L&D Managers
- HR and Learning & Development Professionals
- Senior Trainers and Instructional Designers
- HR Business Partners
- Department Managers responsible for staff development
- Professionals moving into training management roles

## Target Competencies

Participants will develop competencies in:

- Training strategy and planning
- Learning needs analysis and prioritization
- Program design and curriculum management
- Training delivery oversight and quality control
- Budgeting and resource management
- Training evaluation and impact measurement
- Leadership in learning and development functions

# Course content

## Course outline

### Day 1: Role of the Modern Training Manager

- Evolution of training management
- Strategic role of L&D in organizations
- Responsibilities of a training manager
- Aligning training with business goals
- Overview of the training lifecycle
- Key success factors in training management

### Day 2: Training Strategy and Needs Analysis

- Developing a training strategy framework
- Organizational learning needs assessment
- Training needs analysis (TNA) methods
- Prioritizing learning interventions
- Aligning training with competency frameworks
- Practical exercise: designing a training plan

### Day 3: Training Program Design and Development

- Instructional design principles
- Structuring training programs and curricula
- Selecting learning methods and formats
- Designing blended learning solutions
- Developing training content and materials
- Case study: training program development

### Day 4: Training Delivery Management and Resources

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## Course outline

- Managing training delivery processes
- Trainer selection and performance management
- Training logistics and coordination
- Budgeting and cost control in L&D
- Vendor and external training management
- Practical workshop: training operations planning

**Day 5: Training Evaluation and Performance Impact**

- Training evaluation models (levels of evaluation)
- Measuring learning effectiveness and ROI
- Linking training to performance improvement
- Continuous improvement in training systems
- Reporting training outcomes to management
- Final case study and action planning

# Seminar dates

## Available seminar dates

Live dates and pricing for Certified Training Manager generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 8 - 12 June 2026 | Munich - Germany | Classroom | **€4,250.-** |
| 6 - 10 July 2026 | London - U.K | Classroom | **€4,250.-** |
| 10 - 14 August 2026 | Amsterdam - Netherlands | Classroom | **€4,250.-** |
| 31 August - 4 September 2026 | Paris - France | Classroom | **€4,500.-** |
| 14 - 18 September 2026 | Munich - Germany | Classroom | **€3,450.-** |
| 5 - 9 October 2026 | London - U.K | Classroom | **€4,250.-** |
| 16 - 20 November 2026 | Barcelona - Spain | Classroom | **€4,250.-** |
| 7 - 11 December 2026 | Amsterdam - Netherlands | Classroom | **€4,200.-** |
| 21 - 25 December 2026 | London - U.K | Classroom | **€4,200.-** |

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|---|---|
| **Live online option** | Online delivery is available at €1,850.-. |