



Regional School of Public Administration

This programme is financed by the European Commission



Training Managers Course

*organised by
European Institute of Public Administration (EIPA)*

Tirana, 28 June – 2 July 2010

PROVISIONAL PROGRAMME

Background

The effective management of training is an important pre-condition to get a maximum benefit for the performance of the administration.

In times of shrinking budgets it is even more crucial to have training programmes that have a high relevance to the needs of the organisation and that are organised in an efficient way.

For that purpose a course for training managers is organised that will focus on the practical issues involved in the procurement of training, planning training programmes, monitoring outcomes and cost of training. Emphasis will be on needs analysis, setting objectives, evaluation and design rather than delivery in an interactive, participative style that provides an opportunity to share experience.

Overall Aim

To improve awareness of the training process and how training supports the development of an effective workforce by improving the ability of training managers to specify, manage and evaluate training programmes in their institutions.

Objectives

By the end of the training the participants will be able to:

- Explain the organisational benefits of training.
- Describe the training cycle and give examples of the stages in the process.
- Identify suitable methods for gathering information and analysing training needs.
- Develop training and learning objectives that reflect the training strategy and organisational objectives.
- Understand how adults learn and how it affects the design of training events.
- Describe a range of learning strategies, their constraints and how they might be used.
- State the levels of evaluation and describe evaluation methods and strategies.
- Identify the planning and logistical support required for the effective delivery of training events.
- Outline the principles of building and monitoring training budgets.
- Access the role of training providers in the training process.

Methodology

The training will have a participatory approach and the own experiences of the participants will be used during the excercises for the training.

Target group

The training is meant for those who are responsible for the organisation of training either in the training institutes or the administrations

Trainers

Anne Harrison (UK)

Sigrid Krause-Knopp (D)

Location

Tirana (Republic of Albania)

Number of participants

The maximum number of participants is 21.

Dates

28 June – 2nd July 2010



Monday 28 June 2010

14.00 – 14.30	Welcome, course outline – Aims & Objectives
14.30 – 15.00	Introductions & expectations
15.00 – 15.30	Role of the Training Manger –group discussion
15.30 – 15.45	Break
15.45 – 16.15	Under standing different learning Styles (questionnaire & exercise)
16.15 – 17.00	The training cycle – strategic choices & impact

Tuesday 29 June 2010

09.00 – 10.45	Obtaining & analysing information on needs
10.45 – 11.00	Break
11.00 – 12.30	Using different methods of needs analysis
12.30 – 14.00	Lunch
14.00 – 15.00	Role –play practice needs analysis
15.00 – 15.30	Setting training & learning objectives
15.30 – 15.45	Break
15.45 – 16.30	Objectives practice exercises

Wednesday 30 June 2010

09.00 – 10.45	Designing programmes -offer- methods etc.
10.45 – 11.00	Break
11.00 – 12.30	Training strategies – constraints etc. practice
12.30 – 14.00	Lunch
14.00 – 15.45	Logistics and delivery issues
15.45 – 16.00	Break
16.00 – 16.30	Selecting providers – quality, relevance etc.

Thursday 1st July 2010

09.00 – 10.45	Evaluation of training - levels of evaluation – validation (input & exercises)
10.45 – 11.00	Break
11.00 – 12.30	Building in evaluation – monitoring learning – role of line management
12.30 – 14.00	Lunch
14.00 – 15.45	Planning the training budget –exercises
15.45 – 16.00	Break
16.00 – 16.30	Monitoring the budget - cost of training

Friday 2nd July 2010

09.00 - 10.45	Marketing training- communication & support
10.45 – 11.00	Break
11.00 – 11.45	Training managers role in developing policy & strategy etc.
11.45 – 12.30	Course review & closure