



# TRAINING COORDINATOR'S WORKSHOP



## COURSE OVERVIEW

This interactive workshop equips training coordinators and learning professionals with the essential skills to plan, manage, and evaluate effective training programs. Participants will learn how to align training with organizational goals, conduct training needs analyses, manage budgets, design engaging sessions, and measure impact using proven evaluation models. Emphasis is also placed on developing soft skills and fostering continuous improvement. Ideal for both new and experienced coordinators seeking to enhance training outcomes and drive business performance.

## DATES, VENUES AND FEES



10 – 14 August 2025 - Doha  
(5 Days)

Fees

US\$ 4500

**Note:** Fee is per participant.

Groups from the same company can enjoy a **discounted** price.

## WHO SHOULD ATTEND?

This course is appropriate for a wide range of professionals but not limited to:

- New and Experienced Training Coordinators
- Training Personnel
- All Staff Involved in Training Planning, Execution, and Monitoring.

## CONTACT US NOW

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## ACCREDITATION



**This training course is certified by CPD.**

The CPD Certification Service is the leading independent CPD accreditation institution operating across industry sectors to complement the Continuing Professional Development policies of professional institutes and academic bodies. The CPD Certification Service provides support, advice, and recognised independent CPD accreditation compatible with global CPD principles. CPD is the term used to describe the learning activities professionals engage in to develop and enhance their abilities and keep skills and knowledge up to date. CPD Units are only awarded to programmes after each programme is scrutinised to ensure integrity and quality according to CPD standards and benchmarks.

## COURSE CERTIFICATE

**MSTC** certificate will be issued to all attendees completing a minimum of 80% of the total tuition hours of the course.

**CPD** internationally recognized certificate will be issued for all participants who will meet the course requirements. CPD certificates will be issued within a month of the successful completion of the course.

## TRAINING METHODOLOGY

- Expert instructor lecture, input using numerous visual aids
- Supportive comprehensive course manual enabling practical application and reinforcement
- Participant discussion and involvement regarding their specific projects and challenges
- Real-world case studies and best practices

## LEARNING OBJECTIVES

To empower training coordinators and personnel to design, deliver, manage, and evaluate impactful training programs aligned with organizational strategy and performance goals.

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## COURSE OUTLINE

### DAY 1

#### Foundations of the Training Coordinator Role & Organizational Alignment

- Welcome, Icebreaker & Workshop Overview
- Pre-test
- The Role & Competencies of an Effective Training Coordinator
- Aligning Training with Organizational Goals & KPIs
- The Cost of NOT Training
  - Lost productivity
  - High turnover
  - Quality issues
  - Legal risks
- Workshop: Map department training needs to business goals

### DAY 2

#### Training Needs Analysis & Financial Strategy

- Training Needs Analysis: Methods and Levels
  - Organizational, Task, Individual
- Stakeholder Engagement in TNA
- Building a Financial Strategy for Training
  - Budgeting
  - Cost-benefit analysis
  - ROI calculation
- The Business Case for Training
- Workshop: Conduct a mock TNA and create a budget plan

### DAY 3

#### Designing, Planning & Coordinating Training Delivery

- Principles of Adult Learning
- Instructional Design Models (ADDIE, Bloom's Taxonomy)
- Developing Training Objectives and Session Plans
- Organizing & Managing Training Delivery
  - Venues, materials, trainers, technology
- Workshop: Design a complete training session + delivery checklist

### DAY 4

#### Monitoring, Evaluation, and Reporting

- Real-time Monitoring Techniques
- Kirkpatrick's Four Levels of Evaluation
- Tools for Collecting Feedback & Data
- Writing Training Reports & Presenting Findings
- Workshop: Analyze feedback data and write a short evaluation report

### DAY 5

#### Soft Skills, Continuous Improvement & Action Planning

- Essential Soft Skills for Training Coordinators
  - Communication
  - Problem-solving
  - Time and stakeholder management
- Handling Training Challenges and Conflict
- Continuous Improvement: Feedback Loops, PDCA, Kaizen
- Group Presentations: Training Strategy & Lessons Learned
- Post test
- Action Planning & Closing Ceremony

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