



Knowledge Seekers UK

Planning Training and Career Development



06th - 10th January 2025

London - UK

This program has been specially customized to meet the identified personal training needs of participants from and to help them contribute to their organizational goals



Course Overview

This comprehensive course is designed to equip senior level management and supervisory professionals with the necessary skills and knowledge to excel in their roles. Our aim is to provide delegates with a clear and practical structure that emphasises skills and competencies, enabling them to enhance their performance and address workplace challenges effectively. Throughout the course, participants will gain valuable insights and tools, ensuring they leave with new and practical takeaways to implement in their respective workplaces. This course is ideal for professionals managing teams, projects, or departments and seeking to advance their careers by strengthening their leadership abilities.

Course Aims and Objectives: By the end of the course, delegates will be able to:

- Develop comprehensive training plans that align with organisational goals
- Implement effective career development strategies to foster employee growth
- Create a culture of continuous learning and development within their teams
- Apply performance management techniques to drive results and productivity
- Utilise modern tools and approaches for training and development
- Identify and nurture talent for succession planning
- Enhance cross-cultural communication and collaboration
- Adapt leadership skills to meet the diverse needs of international organisations

Training Methodology

This dynamic training course is highly-interactive & encourages delegate participation through a combination of lectures, group discussion, practical exercise, case studies, and breakout session designed to reinforce new skills. The comprehensive course manual has been designed to be practical, easy to use and facilitate learning. In order to help with establishing individual and business concerns, delegates will be asked to fill pre-course questionnaire.

Who Should Attend?

This course is highly recommended virtually to all executives and professionals who work are working in Training and Career Development, L&D Managers, and individuals responsible for managing the training function and influencing their organisation's career development planning. If you are looking to enhance your managerial skills, improve team leadership, excel in performance management, and refine your communication skills, this course is ideal for you including:

- Training Chief operating officer
- Senior Training administrative & supervisor
- Senior HR & Training professionals
- Team leaders & head of department and divisions
- General manager assistants
- Human resources officers
- Divisional director or leader
- Head of training & HR unit

COURS OUTLINES:

Understanding Training and Development

- The Role of Training in Organisational Success
- Identifying Training Needs and Objectives
- Designing Effective Training Programs
- Role of Technology in Enhancing Training Delivery
 - E-Learning and Online Training Platforms
 - Micro-learning and Mobile Learning

Career Development Strategies

- Career Development Planning and Its Importance
- Designing Career Paths and Progression Models
- Individual Development Plans (IDPs)
- Mentoring and Coaching for Career Growth
- Examples of successful career development programs and models.

Performance Management and Feedback

- Setting Clear Performance Expectations
- Monitoring and Measuring Performance
- Providing Constructive Feedback
- Addressing Performance Issues
- Utilising performance management models like SMART goals and 360-degree feedback.

Succession Planning and Leadership Development

- Understanding Succession Planning
- Identifying High-Potential Employees
- Talent Development and Leadership Programs
- Preparing for Leadership Transitions

Evaluating Training Results

- Importance of Training Evaluation in Organisational Development
- Different Levels of Training Evaluation (Reaction, Learning, Behaviour, Results)
- Creating Effective Evaluation Metrics and Key Performance Indicators (KPIs)
- Techniques for Gathering and Analysing Training Data

Belbin Test

Belbin test identifies people's behavioral strengths and weaknesses in workplace and helps:

- Individuals establish productive working relationships
- Select and develop high-performing teams from leadership point of view
- Raise self-awareness and increase personal effectiveness
- Identify talent in the workplace and share problem solving works
- understand different role personality types play in how a team functions
- Increase proper communication to enhance teamwork

Which Belbin Team Roles do you fulfil?





Course Details

Course Title	“Planning Training and Career Development ”
Pre- Schedule:	06 - 10 January 2025
Timings:	09:00 AM - 02:00 PM
Fees per participant	£ 4,700 GBP
Venue:	London - United Kingdom Thistle Hotel Marble Arch
Course fees Include:	<ul style="list-style-type: none">■ Completion Certificate upon successful attendance & participation■ Documentation & handout copies■ USB memory and full training bag■ Discounted accommodation with our cooperate rate @ Thistle Marble Arch hotel■ Assessment and follow up after course■ Refreshment and coffee breaks■ 2 pick ups from and to London airports■ Belbin Test charges■ Action plan to help participants on personal career level

For direct contact

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