

# Training Management

## APAC's training approach

- ◆ Organisation of the training
- ◆ Development of the training courses
- ◆ Development of the training material
- ◆ Ensuring that the training activities are of high quality
- ◆ Performance of the training courses
- ◆ Reporting and Evaluation

## Organisation of your training means managing all training preparations including all necessary training material

- ◆ Creation of the training management plan
- ◆ Management of the training development
- ◆ Definition and creation of training material
- ◆ Identification and co-ordination of the domain experts
- ◆ Selection of training location, methods and tools
- ◆ Management of trainers

## Management of training sessions

- ◆ Planning and monitoring of training sessions
- ◆ Co-ordinating pre-course information
- ◆ Inviting the trainees
- ◆ Co-ordinating the training environment with the participants

## Certificates/Licensing

- ◆ Creation and delivery of official certificate of attendance



## Creation of training reports

- ◆ Evaluation of the feedback forms
- ◆ Tracking of the suggestions for improvement
- ◆ Improvement of the training quality according to the feedback

**APAC** uses the following methods and tools to ensure that all training activities are of high quality:

- ◆ Internal and external review cycles
- ◆ Formal reviews
- ◆ Checklists
- ◆ Definition and checking of standards
- ◆ Satisfaction sheets
- ◆ Feedback reports

