Preparing and Developing Training Specialist and Coordinators

Learning and Development

Course Overview

Preparing and Developing Training Specialist and Coordinators: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Preparing and Developing Training Specialist and Coordinators
- Apply practical tools and techniques for Preparing and Developing Training Specialist and Coordinators in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Preparing and Developing Training Specialist and Coordinators in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

HR managers, HR business partners, talent and learning specialists, and line managers with significant people responsibilities.

Course Outline

1. Foundations of Preparing and Developing Training Specialist and Coordinators: principles, terminology and context
2. The business case: why Preparing and Developing Training Specialist and Coordinators matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
16 to 20 Nov 2026	Pretoria	**$1,550**
7 to 11 Dec 2026	Harare	**$1,450**

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.