



International Diploma in Training Management & Employee Development

A clear, practical and comprehensive Program explaining how to manage, design, monitor, implement, review and evaluate training and development for the employees, staff, seniors and other personnel of organizations.



This Program explains what employee and organization development means and teaches how to become an expert in managing the training and development of personnel; such a trained expert is vital to oversee the development of staff, employees and other personnel so that they contribute to the successful, effective and profitable performance of the organization. The Program covers training needs analysis, core training and development requirements, various training and development methods; and how to undertake and manage the activities involved in designing, monitoring and evaluating the development activities taking place in an organization. The Program also shows how to prepare suitable development policies, and covers leadership, motivation and the effects of change.

Course Outline:

- Introduction to Training Management & Employee Development
- How People Learn
- Training Needs Analysis
- Core Training Programmes and Activities
- On-The-Job Training
- Off-The-Job Training
- Projects and Secondments
- Monitoring, Review and Evaluation
- Designing Training Programmes
- Training and Development Equipment and Resources
- Mentoring, Coaching and Counselling
- Organisation and Employee Development Strategies
- Organisation Training Functions
- Organisation Development
- Management Development
- Government Training and Development Policy
- The Future of Organisation and Employee Development

