CONCEPT

Training Coordinator and Specialist Skills: TNA, Training Plans, Logistics and Records

22 – 26 March 2027
London - Central London four-star



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Ref: 55_8819 **Date:** 22 – 26 March 2027 **Location:** London - Central London four-star **Fees:** 23000 SAR

Introduction:

Many training units lose control of the training cycle in the detail: needs arrive as informal requests, nominations miss deadlines, venues and trainers are booked late, attendance and scores sit in scattered spreadsheets, and year-end reports show only headcounts. This Core Concept course equips training coordinators and L&D specialists to run training needs analysis, the annual training plan and calendar, provider sourcing, session logistics, LMS records and evaluation data as one controlled process. Participants leave with a Training Coordination Toolkit of forms, trackers and report templates built for their own training unit.

Course Objectives:

- Collect and consolidate training needs at organisational, task and individual level using structured TNA forms, manager input and nomination data
- Compile an annual training plan, training calendar and training budget tracker from approved needs
- Source and compare training providers and programmes using a request for quotation and a weighted comparison sheet
- Schedule and coordinate training sessions, including venues, trainers, joining instructions and attendance control
- Maintain accurate LMS and training records and run pre and post assessment and Kirkpatrick Level 1 to Level 4 data collection
- Produce monthly and annual L&D reports, with basic cost and return figures, from a Training Coordination Toolkit

Target Audience:

- Staff who coordinate the scheduling, enrolment and logistics of internal and external training
- Specialists who collect training needs and prepare the annual training plan for approval
- Officers who maintain the learning management system, attendance and training records
- HR generalists who carry training administration within a wider HR role
- Departmental focal points who manage nominations and training follow-up for their unit

Course Outline:

Day 1: The Training Cycle and the Coordinator's Role

- Training Cycle Stages: Needs, Plan, Source, Deliver, Evaluate and Report
- Training Coordinator and L&D Specialist Role Map and RACI Chart
- Training Policy and Procedure Review Checklist
- Stakeholder Map for Line Managers, Trainers, Providers and Finance
- Current-State Audit of Training Forms, Trackers and Records

Day 2: Training Needs Analysis and the Annual Training Plan

- Three-Level Needs Analysis: Organisational, Task and Individual
- TNA Form, Manager Interview Guide and Nomination Request Template
- Team Development Plans and Personal Development Plans as Needs Inputs
- Needs Consolidation Matrix and Priority Ranking by Business Impact
- Annual Training Plan Structure and Training Calendar Build

Day 3: Budget, Provider Sourcing and Session Logistics

- Training Budget Build by Cost Category and Monthly Spend Tracker
- Request for Quotation and Provider Comparison Scoring Sheet
- Training Provider Agreement Checklist: Scope, Cancellation and Materials
- Session Logistics Checklist: Venue, Equipment, Trainer and Catering
- Joining Instructions, Confirmation Messages and Attendance Sheet Design

Day 4: LMS Records, Assessment and Evaluation Data

- LMS Administration: Course Set-Up, Enrolment and Completion Tracking
- Training Records Data Standards, Audit Trail and Data Protection Controls
- Pre and Post Assessment Design and Score Gain Analysis
- Kirkpatrick Level 1 Reaction and Level 2 Learning Data Collection
- Level 3 Behavior Follow-Up and Level 4 Results Data With Line Managers

Day 5: Case Work and the Training Coordination Toolkit

- Multi-Site Operations Case: Late Nominations and No-Show Recovery Plan
- L&D Monthly Dashboard Build: Hours, Completion, Spend and Satisfaction
- Basic Cost per Learner and Training Return Calculation Worksheet
- Annual L&D Report Drafting With Evaluation Findings
- Training Coordination Toolkit Assembly and Peer Review

Skills You Will Gain:

- Training Needs Consolidation
- Training Calendar Planning
- Training Budget Tracking
- Provider Sourcing and Comparison
- Training Logistics Coordination
- LMS and Training Records Administration
- Evaluation Data Analysis
- L&D Reporting

Why Attend This Course:

- Return with a Training Coordination Toolkit of TNA forms, plan, budget tracker, logistics checklist and report templates ready to use
- Cut late bookings, no-shows and missing records by running each training event from one checklist and tracker
- Answer management questions on training hours, spend and results with data already collected in the LMS
- Compare training administration practice with coordinators from other sectors and organisations

Conclusion:

A training plan succeeds or fails in its administration: the needs data behind it, the bookings that make sessions happen, the records that prove attendance and the evaluation data that shows results. This course follows the training cycle from needs analysis and the annual training plan, through budget, provider sourcing and logistics, to LMS records, assessment, the four Kirkpatrick levels and L&D reporting. The final day applies the methods to case material and assembles a Training Coordination Toolkit for use from the first week back.