

COURSE OVERVIEW HM0010
Certified Training Officer (CTO)
Identification & Analysis of Training Needs
(Accredited by ILM)

Course Title

Certified Training Officer (CTO):
Identification & Analysis of Training Needs
 (Accredited by ILM)

Course Date/Venue

September 01-05, 2024/Boardroom 1, Elite
 Byblos Hotel Al Barsha, Sheikh Zayed Road,
 Dubai, UAE

Course Reference

HM0010

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.



This course is designed to introduce participants to the concepts, theories, applications and rationale of training, learning and education within the industry framework. The course will examine various training assessment, measurement and benchmarking tools and techniques and highlight the pros and cons of each of them, with reference to evaluation and validation.



The course will review the various human resource management systems which play a contributing role to training productivity, effectiveness and efficiency in terms of competence profiling.

The course participants will be exposed to the skills and knowledge needed for the identification of training needs and the preparation of an annual training budget. The participants will additionally establish the return value on investment in training in particular and human resource development in general.

The course participants will address the competence involved in the sequential steps of designing and implementing a training event and an annual training plan. Finally, the participants will come to grips with the documentation of the training records, and appreciate the associated factors involved in changing the paradigm about training.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a “*Certified Training Officer*”
- Implement the training function, levels and types of training and training organizational structure and apply the learning cycle, style and process, applications and core ingredients of a competence system
- Use skill and know-how in preparing a job, personal, functional and organizational profiles and determine the competence profile of the training officer/specialist including the effect of technology on training outcome
- Explain the linkage of training to other human resource systems including its relationship to the training function, rationale and value of training and identify the training needs, tools, techniques, roles, responsibilities, duties, documentation, integration, linkage and cross reference related to the training function
- Allocate a training budget and take into consideration expenditure cost elements and phasing as well as the presentation and layout
- Employ the approaches and methodologies of training and explain the training myths
- Give emphasis on the return on investment through assessment of training, measuring productivity and the added value and calculating the intellectual capital
- Organize a training event as well as draw and implement an annual training plan
- Employ proper documentation and implement the management of change and paradigm shift and formulate a personal implementation plan
- Evaluate test/competency examination and perform presentation of training module with video recording

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and considerations of identification and analysis of training needs for those who are involved in the design, implementation and evaluation of training and human resource development programs in both technical and non-technical functions.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours: -

| | |
|-----|---|
| 30% | Lectures |
| 20% | Practical Workshops & Work Presentations |
| 30% | Hands-on Practical Exercises & Case Studies |
| 20% | Simulators (Hardware & Software) & Videos |

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US\$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

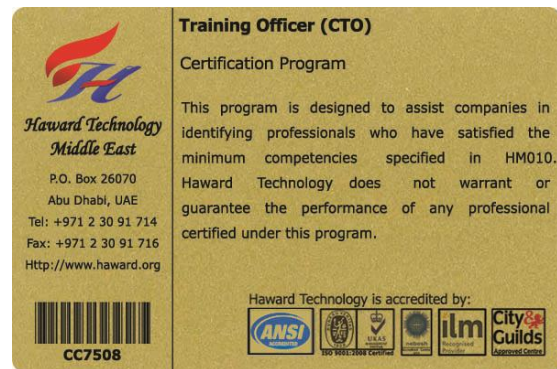
Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a “*Certified Training Officer*”. Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-



- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Page 1 of 1

CEUs



Haward Technology Middle East
Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 19-Oct-17
HTME No. PAR21927
Participant Name: Sultan Al Shaikh

| Program Ref. | Program Title | Program Date | No. of Contact Hours | CEU's |
|--------------|--|---------------------|----------------------|-------|
| HM010 | Certified Training Officer (CTO): <i>Identification & Analysis of Training Needs (Accredited by ILM)</i> | October 15-19, 2017 | 30 | 3.0 |

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

TRUE COPY



Maricel De Guzman
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1780 Old Meadow Road, Suite 500, McLean, VA 22102, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.


Haward Technology is accredited by



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Certificates Accreditations

Certificates are accredited by the following international accreditation organization

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ILM (City & Guilds Group)

Haward Technology has been awarded the **ILM Recognised** status under the **City & Guilds Group Business**. The ILM stands for excellence in leadership and management qualifications design, development and delivery under the City & Guilds of London Institute as the award-giving body for these qualifications. ILM recognises and approved the programmes of training providers and academic institutions that deliver quality-assured training and accredited qualifications. As an Approved Provider of ILM Recognised programmes, Haward Technology meets the quality assurance criteria of the ILM to deliver application-based leadership and management programs that meet international standards and professional benchmarks.


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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC

Course Instructor

This course will be conducted by the following instructor. However, we have the right to change the course instructor prior to the course date and inform participants accordingly:



Mr. Pan Kidis, MBA, BSc, is a **Senior Human Resource & Management Consultant** with over **30 years** of extensive experience in **Coaching, Human Resource Development, Psychometric Testing, Career Development & Competence, Succession Planning, Self-Development & Empowerment, Personal Learning Needs Identification, Critical Success Factors (CSFs), Key Performance Indicators (KPIs), Productivity Creativity & Thinking Modes, Human Resource Scorecard Management, Career Laddering, Logistics & Transportation Planning Methods, Forecasting Logistics Demands, Visual Network Model, Logistics Operations, Strategic Transport Planning, Transport System, Fleet Planning, Routing & Scheduling, Transport Cost Concepts & Elements, Costing Vehicles & Trips, Tariff Fixing, Supply Chain & Operations Management, Logistics & Production Planning, Cost Reduction Techniques, Inventory Management, Business Analysis, Risk Management, Production Management, Warehouse Management, Production Planning, Material Requirement Planning, Budgeting, Production & Shop Floor Scheduling, Cost Analysis, Database Design & Implementation, Business Administration, Production Data Acquisition & Analysis, Industrial Logistics, Process Improvement, Team Leadership & Training, Textile Manufacturing, Staff Reduction, Warehouse and Shipping.** Further, he is also well-versed in **Cash Flow Management, Decision Making Techniques, Production Planning & Scheduling, Production & Product Inventory Control, Inventory Analysis Tools, Stock Management Techniques, Material Handling, Process Improvement & Equipment Selection, Costing & Budgeting, Wastewater Treatment Plant Monitoring & Control, Volume Tank Measurements, Data Acquisition and Energy Conservation.** He is currently the **Business Analyst** of Diasfalis Ltd. wherein he is responsible in the design of the proposed business model and develop and evaluate new applications.

Mr. Kidis had occupied several significant positions as the **Supply Chain Manager, Production Planning & Logistics Manager, Purchasing Office Manager, Project Manager, Assistant Dyeing Manager, Production Supervisor, Production Coordinator** and Design & Analysis Intern for various international companies such as the Hellenic Fabrics, **AKZO Chemicals Ltd.** and **EKO Refinery** and Greek Navy Force.

Mr. Kidis has a **Master's degree in Business Administration** from the **University of Kent, UK** and a **Bachelor's degree in Chemical Engineering** from the **Aristotle University of Thessaloniki, Greece.** Further, he is a **Certified Instructor/Trainer, a Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** and has delivered numerous trainings, courses, workshops, seminars and conferences internationally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 01st of September 2024

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|-------------|--|
| 0730 – 0800 | <i>Registration & Coffee</i> |
| 0800 – 0815 | <i>Welcome & Introduction</i> |
| 0815 – 0830 | PRE-TEST |
| 0830 – 0900 | <i>The Training Function</i> <i>The Component Elements of Training • The Juxtaposition of Training, Education & Learning within the Industry Base • Levels & Types of Training • The Training Organizational Structure • Training as a Human Resource System</i> |
| 0900 – 0945 | <i>The Theory of Learning & Learning Cycle, Style & Process</i> |
| 0945 – 1000 | <i>Break</i> |
| 1000 – 1030 | <i>The Competence Theory & Applications</i> |
| 1030 – 1100 | <i>The Core Ingredients of a Competence System</i> |
| 1100 – 1215 | <i>The Skill & Know-How of Preparing</i> <i>Job Profiles • Personal Profiles • Functional Profiles • Organizational Profiles</i> |
| 1215 – 1230 | <i>Break</i> |
| 1230 – 1330 | <i>The Competence Profile of the Training Officer / Specialist</i> <i>Technical Competence • Administrative Competence • Professional Competence</i> |
| 1330 – 1420 | <i>The Effect of Technology on Training Outcome</i> |
| 1420 - 1430 | Recap |
| 1430 | <i>Lunch & End of Day One</i> |

Day 2: Monday, 02nd of September 2024

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|-------------|--|
| 0730 – 0900 | <i>The Linkage of Training to Other Human Resource Systems</i> <i>Manpower Recruitment & Succession Planning • Training Policies • Remuneration & Training Allowances • Performance Management • Career Development & Potential Assessment</i> |
| 0900 – 0915 | <i>Break</i> |
| 0915 – 1045 | <i>How Do Human Resource Management Systems Feed Into the Training Function?</i> <i>Job Grading & Evaluation • Psychometric Testing • Job Re-Design/ Career Laddering / Progression • Nationalization / Localization • Government Legislations, Regulations & Laws • Morale & Motivation</i> |
| 1045 – 1215 | <i>The Rationale & Value of Training</i> |
| 1215 – 1230 | <i>Break</i> |
| 1230 – 1330 | <i>The Identification of Training Needs</i> <i>Process • Tools & Techniques • Roles, Responsibilities & Duties • Documentation</i> |
| 1330 – 1420 | <i>Integration, Linkage & Cross Reference</i> |
| 1420 - 1430 | Recap |
| 1430 | <i>Lunch & End of Day Two</i> |

Day 3: Tuesday, 03rd of September 2024

| | |
|-------------|---|
| 0730 – 0900 | The Training Budget – Phase I <i>Human Asset Accounting: Cost or Investment? • Expenditure Cost Elements & Phasing • Estimation Techniques & Cycle • Centralization Versus Decentralization</i> |
| 0900 – 0915 | Break |
| 0915 – 1045 | The Training Budget – Phase II <i>Functional Allocations • Monitoring & Control • Statistical Considerations • Presentation & Layout</i> |
| 1045 – 1215 | Approaches & Methodologies of Training <i>The Benchmark Approach • Self-Development • Individual Development Plan • The Performance Gap • Coaching, Counseling & Mentoring</i> |
| 1215 – 1230 | Break |
| 1230 – 1420 | The Training Myths: What Training Is Not? |
| 1420 – 1430 | Recap |
| 1430 | Lunch & End of Day Three |

Day 4: Wednesday, 04th of September 2024

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|-------------|--|
| 0730 – 0900 | The Return on Investment <i>Assessment of Training (Evaluation, Validation, Measurements & Formulae) • Productivity & the Added-Value • Intellectual Capital</i> |
| 0900 – 0915 | Break |
| 0915 – 1045 | How to Organize a Training Event <i>Resources, Planning, Costing, Implantation, Review, Feedback</i> |
| 1045 – 1215 | How to Draw & Implement an Annual Training Plan-Phase1 |
| 1215 – 1230 | Break |
| 1230 – 1420 | How to Draw & Implement an Annual Training Plan-Phase2 |
| 1420 – 1430 | Recap |
| 1430 | Lunch & End of Day Four |

Day 5: Thursday, 05th of September 2024

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|-------------|---|
| 0730 – 0930 | Documentation <i>Ready-Made Packages • Computerization • Records Management</i> |
| 0930 – 0945 | Break |
| 0945 – 1045 | The Management of Change & the Paradigm Shift |
| 1045 – 1145 | A Total Review of Course Themes <i>Summary of Learning Points</i> |
| 1145 – 1200 | Break |
| 1200 – 1300 | The Personal Implementation Plan |
| 1300 – 1315 | Course Conclusion |
| 1315 – 1415 | COMPETENCY EXAM |
| 1415 – 1430 | <i>Presentation of Course Certificates</i> |
| 1430 | Lunch & End of Course |

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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