

ENHANCING PLANNING & TRAINING MANAGEMENT



GENTEX[®]
TRAINING CENTER



Introduction

Enhancing Planning & Training Management Training Course equips professionals with structured approaches to align organizational planning with effective training delivery. Strong planning processes and well-managed training functions directly influence organizational performance and long-term growth. This course explores strategic planning tools, training management systems, and evaluation methods that connect learning initiatives to business outcomes. Furthermore, participants examine frameworks such as SWOT analysis, the Balanced Scorecard, and the ADDIE model to strengthen both planning accuracy and training quality. As a result, attendees gain practical skills to design, implement, and monitor integrated planning and training strategies. Gentex Training Center designed this program to help organizations build stronger connections between strategic goals and training execution.

Enhancing Planning & Training Management Course Objectives

- Explain the fundamentals of strategic and operational planning
- Apply SWOT analysis to identify organizational planning priorities
- Use the Balanced Scorecard to align plans with performance goals
- Design structured training management systems and processes
- Apply the ADDIE model to plan effective training programs
- Build annual planning calendars linked to training schedules
- Evaluate training outcomes using the Kirkpatrick model
- Apply PDCA cycles to continuously improve planning processes
- Develop reporting tools to track planning and training progress
- Align training management with broader organizational strategy



Course Methodology

- Interactive workshops combining planning theory with training practice
- Case studies illustrating integrated planning and training approaches
- Group exercises building sample strategic and training plans
- Templates for planning calendars and training management systems
- Role-play scenarios addressing planning and evaluation challenges
- Short lectures introducing key concepts and terminology

Who Should Take This Course

- Planning managers responsible for organizational strategy execution
- Training and development professionals designing structured programs
- Department heads coordinating planning and training activities
- Quality and performance management professionals
- Project coordinators involved in training rollouts
- Organizational development professionals leading capability building

Enhancing Planning & Training Management Course Outlines

Day 1: Foundations of Strategic and Operational Planning

- Define strategic, tactical, and operational planning levels
- Explore the planning cycle and its key stages

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- Apply SWOT analysis to assess organizational priorities
- Discuss the link between planning and business performance
- Review common planning pitfalls and how to avoid them
- Assess organizational readiness for structured planning
- Examine case studies of effective planning frameworks

Day 2: Aligning Plans with Organizational Strategy

- Apply the Balanced Scorecard to strategic planning
- Set measurable objectives using SMART goal criteria
- Build planning calendars aligned with business cycles
- Use OKRs to track strategic priorities and progress
- Practice cascading organizational goals into departmental plans
- Discuss stakeholder engagement in the planning process
- Develop dashboards to monitor planning progress

Day 3: Designing Effective Training Management Systems

- Apply the ADDIE model to training program design
- Build structured training management processes and workflows
- Identify training needs through systematic analysis methods
- Design training calendars aligned with organizational plans
- Practice selecting appropriate training delivery methods
- Discuss the role of technology in training management
- Align training content with identified competency gaps





Day 4: Monitoring and Evaluating Training Effectiveness

- Apply the Kirkpatrick model to evaluate training outcomes
- Measure training return on investment using cost-benefit analysis
- Build feedback mechanisms to assess training quality
- Practice analyzing post-training performance data
- Discuss methods for tracking long-term training impact
- Use surveys and assessments to gather participant feedback
- Review common evaluation challenges and solutions

Day 5: Continuous Improvement and Strategic Integration

- Apply PDCA cycles to improve planning and training processes
- Build action plans for closing identified performance gaps
- Align training management with long-term strategic goals
- Develop reporting tools for leadership decision-making
- Practice presenting integrated plans to senior stakeholders
- Create a personal follow-up plan for continuous improvement
- Review key takeaways and course learnings



Conclusion

By successfully completing the Enhancing Planning & Training Management Training Course, participants will have acquired practical skills to design structured plans, build effective training management systems, and evaluate training outcomes. Moreover, attendees will understand how to align planning and training activities with organizational strategy while applying continuous improvement principles. Gentex Training Center equips professionals with these capabilities to lead integrated, results-driven planning and training functions within their organizations.

FAQs

Q1 What is the "Enhancing Planning & Training Management" course about?

This course teaches professionals how to design structured organizational plans and manage training programs effectively. Participants learn practical frameworks that connect strategic planning with training delivery, ensuring both processes support broader business objectives.

Q2 What are the key benefits of the "Enhancing Planning & Training Management" course?

Participants gain the ability to improve planning accuracy, strengthen training management processes, and measure training impact effectively. Additionally, they learn to align planning and training activities with organizational strategy for better long-term outcomes.



Q3 What skills will I gain from the "Enhancing Planning & Training Management" course?

Attendees develop skills in strategic planning, training program design, performance evaluation, and continuous improvement. These core competencies help professionals build integrated systems that connect planning decisions with training execution.

Q4 What tools, methods, or standards are covered in the "Enhancing Planning & Training Management" course?

The course covers SWOT analysis, the Balanced Scorecard, the ADDIE model, the Kirkpatrick evaluation model, and PDCA cycles. These frameworks provide practical, research-based methods for effective planning and training management.

Q5 How is the "Enhancing Planning & Training Management" course applied in real-world practice?

Participants apply planning frameworks and training design models directly to sample organizational scenarios. This hands-on approach ensures professionals can build practical, results-driven planning and training systems immediately upon returning to work.