

MANAGING AND MEASURING TRAINING, LEARNING AND DEVELOPMENT



GENTEX[®]
TRAINING CENTER



Introduction

The Managing and Measuring Training, Learning and Development Training Course equips HR and L&D professionals with the skills to plan, manage, and evaluate training initiatives effectively. Many organizations invest heavily in learning programs without a clear system for tracking their impact, leading to wasted resources and unclear results. This course introduces practical tools, including Training Needs Analysis (TNA), Kirkpatrick's Four Levels of Evaluation, and Learning Management Systems (LMS), giving participants a structured approach to managing training from planning through evaluation. Furthermore, the course addresses how to calculate training ROI and report outcomes to stakeholders. As a result, participants gain the ability to run training functions that deliver measurable value.

Managing and Measuring Training, Learning and Development Course Objectives

- Conduct a comprehensive Training Needs Analysis (TNA)
- Design training plans aligned with organizational priorities
- Manage training budgets and resource allocation effectively
- Select and administer Learning Management Systems (LMS)
- Apply Kirkpatrick's Four Levels of Evaluation to measure impact
- Calculate return on investment (ROI) for training programs
- Build post-training assessment and feedback tools
- Track training KPIs using performance dashboards
- Report training outcomes clearly to senior stakeholders
- Continuously improve training programs using evaluation data

Course Methodology

- Interactive workshops using real training management scenarios

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- Case study analysis of training evaluation practices
- Group exercises applying Kirkpatrick's evaluation model
- Hands-on practice building training needs assessments
- Guided discussions on LMS selection and reporting
- Practical templates for tracking training KPIs

Who Should Take This Course

- HR and L&D managers and coordinators
- Training officers and instructional designers
- Talent development professionals
- HR business partners overseeing training budgets
- Organizational development specialists
- Team leaders responsible for staff development

Managing and Measuring Training, Learning and Development Course Outlines

Day 1: Foundations of Training Management

- Role of training management in organizational success
- Overview of the training management cycle
- Conducting a Training Needs Analysis (TNA)
- Aligning training plans with business priorities
- Identifying stakeholder expectations
- Common training management challenges
- Building a training management roadmap





Day 2: Planning and Resourcing Training Programs

- Structuring training plans and schedules
- Managing training budgets and resource allocation
- Selecting delivery methods and formats
- Evaluating Learning Management Systems (LMS)
- Coordinating with internal and external trainers
- Building vendor management processes
- Case study on training resource planning

Day 3: Measuring Training Effectiveness

- Introduction to Kirkpatrick's Four Levels of Evaluation
- Measuring reaction, learning, behavior, and results
- Building post-training assessment tools
- Designing feedback surveys and evaluation forms
- Using data to identify training gaps
- Applying evaluation findings to future planning
- Group exercise on evaluation design

Day 4: Calculating and Reporting Training ROI

- Calculating return on investment (ROI) for training
- Building cost-benefit analysis models
- Creating performance dashboards for training KPIs
- Reporting training outcomes to senior stakeholders
- Communicating training value to non-HR audiences

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- Using data visualization for training reports
- Case study on ROI calculation in practice

Day 5: Building a Sustainable Training Function

- Embedding continuous improvement into training management
- Using evaluation data to refine training programs
- Building a governance framework for training oversight
- Strengthening collaboration between L&D and business units
- Reviewing case studies of well-managed training functions
- Sustaining training quality over time
- Action planning for workplace application

Conclusion

By successfully completing the Managing and Measuring Training, Learning and Development Training Course, participants will have acquired the knowledge to plan, manage, and evaluate training programs with measurable results. They will understand how to apply Training Needs Analysis, Kirkpatrick's Four Levels of Evaluation, and ROI calculation methods to demonstrate training value. Additionally, they will be equipped to manage training budgets and report outcomes effectively. This Training Course, delivered by Gentex Training Center, prepares participants to build training functions that deliver measurable organizational impact.

FAQs





Q1 What is the "Managing and Measuring Training, Learning and Development" course about?

This course teaches HR and L&D professionals how to plan, manage, and evaluate training programs effectively. It covers frameworks such as Training Needs Analysis and Kirkpatrick's Four Levels of Evaluation, helping participants build training functions that deliver measurable results.

Q2 What are the key benefits of the "Managing and Measuring Training, Learning and Development" course?

Participants gain the ability to justify training budgets, track program impact, and improve training quality through data-driven decisions. The course also strengthens communication of training value to senior stakeholders.

Q3 What skills will I gain from the "Managing and Measuring Training, Learning and Development" course?

Participants develop skills in training needs analysis, performance evaluation, ROI calculation, and stakeholder reporting. These skills allow professionals to manage training programs that produce measurable business outcomes.



Q4 What tools, methods, or standards are covered in the "Managing and Measuring Training, Learning and Development" course?

The course covers Training Needs Analysis (TNA), Kirkpatrick's Four Levels of Evaluation, Learning Management Systems (LMS), ROI calculation methods, and performance dashboards relevant to training management.

Q5 How is the "Managing and Measuring Training, Learning and Development" course applied in real-world practice?

Participants apply course concepts by building training needs assessments, designing evaluation tools, and creating ROI reports. These tools transfer directly into daily training management work, supporting stronger planning and measurable outcomes.