

PREPARING AND DEVELOPING TRAINING SPECIALISTS AND COORDINATORS



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TRAINING CENTER



Introduction

Organizations succeed when their people learn faster than change arrives. Training specialists and coordinators lead that learning. This Preparing and Developing Training Specialists and Coordinators Training Course from Gentex Training Center gives participants a clear, practical framework for managing the full training cycle. Participants learn to identify skill gaps, design effective programs, and deliver engaging sessions. Furthermore, they learn to coordinate logistics, manage budgets, and measure results. The course uses proven models such as ADDIE and the Kirkpatrick framework. In addition, the course blends theory with hands-on practice. As a result, participants build the confidence and technical skills to turn training into measurable business value.

Preparing and Developing Training Specialists and Coordinators Course Objectives

- Conduct training needs analysis (TNA) using surveys, interviews, and performance data to identify real skill gaps across teams.
- Apply the ADDIE model to plan, design, develop, implement, and evaluate training programs from start to finish.
- Write measurable learning objectives using SMART criteria and Bloom's taxonomy to guide every training session.
- Design engaging content using adult learning principles, Gagn's nine events of instruction, and the 70-20-10 model.
- Deliver interactive sessions using facilitation techniques, questioning skills, and visual aids to raise participant engagement.
- Coordinate training logistics using annual training calendars, Gantt charts, venue checklists, and vendor agreements.
- Manage training budgets, control costs, and calculate return on investment using the Phillips ROI model.

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- Use learning management systems (LMS) and virtual platforms to support blended and online delivery.
- Evaluate training results using the Kirkpatrick four levels, post-training surveys, and knowledge assessments.
- Build competency frameworks and individual development plans that link training to performance and career growth.

Course Methodology

- Interactive lectures that explain core training models and current best practices.
- Practical workshops where participants build a needs analysis and a training plan.
- Group exercises and role-plays that develop facilitation and coordination skills.
- Real case studies from corporate and government training departments.
- Templates and toolkits, including TNA forms, evaluation sheets, and budget trackers.
- Peer feedback and trainer coaching throughout the five days.

Who Should Take This Course

- Newly appointed training specialists and training coordinators
- Training and development officers
- HR officers responsible for learning and development
- Department heads who supervise internal training activities
- Corporate trainers who plan their own sessions
- Learning and development assistants moving into specialist roles
- Administrative staff who organize workshops and training events
- Professionals who want to build a career in learning and development





Preparing and Developing Training Specialists and Coordinators Course Outlines

Day 1: Foundations of Training and Development

- Role of training specialists and coordinators
- Training function within HR strategy
- Adult learning theories and learning styles
- Training cycle overview using ADDIE
- Linking training to business goals
- Competency frameworks and job descriptions
- Ethics and professional standards in training

Day 2: Training Needs Analysis and Planning

- Three-level TNA: organization, task, and person
- Survey, interview, and observation tools
- Performance gap analysis techniques
- Writing SMART learning objectives
- Bloom's taxonomy in objective setting
- Annual training plans and calendars
- Prioritizing training requests

Day 3: Designing Effective Training Programs

- Course design using Gagn's nine events
- Structuring modules, agendas, and lesson plans

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- Applying the 70-20-10 model
- Selecting activities, case studies, and simulations
- Creating slides, handouts, and participant guides
- Blended and e-learning design basics
- Developing assessments and quizzes

Day 4: Delivery, Facilitation, and Coordination

- Presentation and facilitation techniques
- Managing group dynamics and difficult participants
- Using questions and feedback to engage learners
- Delivering virtual sessions on Zoom and Teams
- Managing LMS platforms and enrollment
- Logistics checklists and Gantt charts
- Vendor selection and contract management

Day 5: Evaluation, Budgeting, and Continuous Improvement

- Kirkpatrick's four levels of evaluation
- Phillips ROI calculation
- Training budgets and cost control
- Training KPIs and dashboards
- Reporting results to management
- Individual development plans and succession planning
- Building a continuous improvement action plan





Conclusion

By successfully completing Preparing and Developing Training Specialists and Coordinators, participants will gain a complete understanding of the training cycle. They will know how to analyze needs, design content, deliver sessions, coordinate logistics, and measure results using proven models such as ADDIE and Kirkpatrick. Furthermore, they will manage budgets and calculate return on investment with confidence. Gentex Training Center designed this Training Course to equip professionals with practical skills that raise training quality and support organizational growth. Join Gentex Training Center to build a stronger training function.

FAQs

Q1 What is the "Preparing and Developing Training Specialists and Coordinators" course about?

This course teaches participants how to prepare for and grow in training specialist and coordinator roles. It covers the full training cycle: needs analysis, program design, delivery, logistics, and evaluation. Participants practice each stage using proven models such as ADDIE and the Kirkpatrick framework.

Q2 What are the key benefits of the "Preparing and Developing Training Specialists and Coordinators" course?

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The course helps participants align training with business goals, reduce wasted training spending, and improve learner engagement. In addition, it builds confidence in planning and delivering sessions. As a result, participants can show measurable results and support employee performance and career growth.

Q3 What skills will I gain from the "Preparing and Developing Training Specialists and Coordinators" course?

Participants gain four core skills: training needs analysis, instructional program design, training facilitation and coordination, and training evaluation and ROI measurement. Furthermore, they build supporting skills in budgeting, communication, and use of learning management systems. Workshops and case studies reinforce each skill.

Q4 What tools, methods, or standards are covered in the "Preparing and Developing Training Specialists and Coordinators" course?

The course covers ADDIE, Bloom's taxonomy, Gagn's nine events, the 70-20-10 model, and SMART objectives. It also teaches training needs analysis tools, Gantt charts, the Kirkpatrick four levels, the Phillips ROI model, and learning management systems (LMS) for delivery and tracking.





Q5 How is the "Preparing and Developing Training Specialists and Coordinators" course applied in real-world practice?

Training teams apply these methods to onboard new employees, upskill staff, and support new systems or policies. Specialists run needs analysis, build annual training plans, coordinate sessions, and report results to management. As a result, training becomes a planned, measurable function rather than a series of isolated events.