

TRAINING ENGINEERING AND TRAINING BUDGETING SYSTEM



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TRAINING CENTER



Introduction

Training Engineering and Training Budgeting System Training Course equips learning-and-development professionals to design training that works and to fund it credibly. Participants work through training needs analysis, competency frameworks, instructional design, delivery methods, evaluation, and the training budget cycle as one connected system. The programme links what the organisation needs to learn with what it can afford to deliver. As a result, learners gain a method for building a defensible training plan and budget. Furthermore, the course strengthens return-on-training judgement, cost discipline, and training governance.

Training Engineering and Training Budgeting System Course Objectives

- Conduct training needs analysis (TNA) at organisation, task, and person levels.
- Build competency frameworks and learning paths from role requirements.
- Apply the ADDIE model and instructional design principles to course design.
- Write measurable learning objectives using Bloom's taxonomy.
- Design blended learning using classroom, e-learning, and on-the-job methods.
- Apply the Kirkpatrick four-level evaluation model to training outcomes.
- Calculate training costs: design, delivery, materials, and opportunity cost.
- Build a training budget with cost centres, cost per participant, and ROI.
- Apply budgeting methods: zero-based, activity-based, and rolling for training.
- Apply training governance, vendor management, and budget control practices.

Course Methodology

- Interactive sessions built on training design and budgeting cases.

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- Workshops on needs analysis, competency mapping, and course design.
- Group exercises on cost calculation, ROI, and budget preparation.
- Hands-on practice with TNA templates, design documents, and budget models.
- Simulation of a training committee review and a vendor negotiation.
- Facilitator coaching and peer review on personal training plans.

Who Should Take This Course

- Training managers, L&D specialists, and HR development professionals.
- HR managers responsible for learning and development budgets.
- Training coordinators and administrators.
- Instructional designers and corporate trainers.
- Organisation development and performance specialists.
- Consultants advising on training strategy and training budgets.

Training Engineering and Training Budgeting System Course Outlines

Day 1: Training Needs Analysis and Competency Mapping

- Strategic training and its link to organisational goals.
- Training needs analysis at organisation, task, and person level.
- Data collection methods: surveys, interviews, and focus groups.
- Competency frameworks and competency dictionaries.
- Building learning paths from role requirements.



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- Distinguishing training needs from non-training problems.
- Case discussion: a training programme that solved the wrong problem.

Day 2: Instructional Design and Training Engineering

- The ADDIE model: analysis, design, development, implementation, evaluation.
- Writing measurable learning objectives with Bloom's taxonomy.
- Content structuring, sequencing, and time allocation.
- Blended learning design: classroom, e-learning, and on-the-job.
- Assessment design and knowledge checks.
- Trainer guides, participant workbooks, and materials design.
- Workshop: designing a complete course blueprint.

Day 3: Training Delivery, Evaluation, and ROI

- Delivery methods and trainer selection criteria.
- The Kirkpatrick four-level evaluation model in practice.
- Reaction, learning, behaviour, and results measurement.
- Cost of training: design, delivery, materials, and opportunity cost.
- Cost per participant and cost per training hour calculation.
- Training return on investment (ROI) and benefit tracking.
- Exercise: calculating training cost and ROI for a programme.

Day 4: Training Budgeting Systems

- The training budget cycle and annual training plan.
- Budgeting methods: incremental, zero-based, and activity-based.
- Structuring the training budget by cost centre and programme.



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- Internal versus external provision and make-or-buy decisions.
- Vendor selection, RFPs, and contract and price negotiation.
- Contingency, currency, and price escalation in training budgets.
- Simulation: preparing and defending a training budget.

Day 5: Governance, Control, and Reporting

- Training governance structures and approval authority.
- Budget control, commitment tracking, and variance analysis.
- Attendance, cancellation, and no-show cost management.
- Recording training hours, certificates, and compliance requirements.
- Reporting training performance to management and the board.
- Auditing training spend and vendor performance.
- Capstone: presenting an integrated training plan and budget.

Conclusion

By successfully completing Training Engineering and Training Budgeting System, participants will gain a practical command of training needs analysis, instructional design, delivery, evaluation, and the training budget cycle. They will acquire skills in competency mapping, ADDIE-based course design, training cost and ROI calculation, and training budget preparation with control and reporting that hold up to review. Gentex Training Center designs the programme to help professionals engineer training and fund it credibly.

FAQs





Q1 What is the "Training Engineering and Training Budgeting System" course about?

It equips learning-and-development professionals to design training that works and to fund it credibly. The course spans needs analysis and competency mapping, instructional design and training engineering, delivery, evaluation and ROI, training budgeting systems, and governance, control and reporting.

Q2 What are the key benefits of the "Training Engineering and Training Budgeting System" course?

You gain a method for building a defensible training plan and budget. The course improves needs analysis and course design quality, strengthens cost calculation and ROI judgement, sharpens budget preparation and vendor negotiation, and gives you training governance and reporting discipline that holds up in review.

Q3 What skills will I gain from the "Training Engineering and Training Budgeting System" course?

You will develop four core skills: training needs analysis with competency mapping, instructional design using ADDIE and measurable objectives, training cost calculation with ROI and benefit tracking, and training budget preparation with governance, control and reporting.



Q4 What tools, methods, or standards are covered in the "Training Engineering and Training Budgeting System" course?

The course covers training needs analysis at organisation, task and person levels, data collection methods including surveys, interviews and focus groups, competency frameworks and competency dictionaries, learning path construction, the ADDIE model, Bloom's taxonomy for measurable learning objectives, content structuring and sequencing, blended learning design for classroom, e-learning and on-the-job delivery, assessment design, trainer guides and participant workbooks, trainer selection criteria, the Kirkpatrick four-level evaluation model, reaction, learning, behaviour and results measurement, training cost components including design, delivery, materials and opportunity cost, cost per participant and cost per training hour, training return on investment (ROI), the training budget cycle and annual training plan, incremental, zero-based and activity-based budgeting, budget structuring by cost centre and programme, make-or-buy decisions for internal versus external provision, vendor selection and RFPs and price negotiation, contingency and currency and price escalation, training governance structures and approval authority, commitment tracking and variance analysis, attendance and cancellation and no-show cost management, training hours and certificates and compliance recording, and training spend auditing and vendor performance review.



Q5 How is the "Training Engineering and Training Budgeting System" course applied in real-world practice?

Participants apply it to real work such as running a training needs analysis for a department, designing a course blueprint with measurable objectives, calculating cost per participant and ROI for a programme, preparing and defending a training budget, negotiating with a training vendor, and reporting training performance and spend to management. The same methods support auditing training spend and managing no-show costs.