

TRAINING MANAGEMENT & ORGANIZATIONAL LEARNING



GENTEX[®]
TRAINING CENTER



Introduction

The Training Management & Organizational Learning Training Course helps professionals run training as a strategic function. Many organizations spend heavily on training but struggle to link it to results. This course solves that problem. It shows leaders how to plan, budget, deliver, and measure learning across the whole organization. Furthermore, it explains how to build a culture where people share knowledge and keep growing.

Gentex Training Center delivers this five-day program with proven frameworks such as ISO 10015, the 70:20:10 model, and the Kirkpatrick Model. In addition, participants work on practical cases and planning tools. As a result, they return to work ready to build learning systems that support business goals.

Training Management & Organizational Learning Course Objectives

- Explain the role of training management within human resources and align it with organizational strategy and business goals.
- Conduct a Training Needs Analysis using competency frameworks, performance gap analysis, and stakeholder interviews.
- Develop an annual training plan and training calendar that reflect priorities, resources, and business timelines.
- Prepare and control training budgets, including cost per learner, forecasting, and cost-benefit analysis.
- Select and manage training vendors using request for proposal (RFP) processes, scorecards, and service-level agreements.
- Apply the ADDIE model and the 70:20:10 framework to design effective blended learning programs.
- Manage training operations using Learning Management Systems, participant records, and ISO 10015 guidelines.

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- Build a learning organization using Senge's Five Disciplines, coaching, and communities of practice.
- Capture and share organizational knowledge using the SECI model, lessons learned, and after-action reviews.
- Measure training impact with the Kirkpatrick Model, the Phillips ROI Methodology, and Balanced Scorecard KPIs.

Course Methodology

- Interactive lectures explain training management concepts with clear examples.
- Case studies show how leading organizations build learning cultures.
- Group workshops develop training plans, budgets, and vendor scorecards.
- Practical exercises use Excel templates and Learning Management System reports.
- Peer discussions let participants share challenges and solutions.
- Action planning links each topic to workplace priorities.
- Trainers give immediate feedback and practical tools for use at work.

Who Should Take This Course

- Training managers and training directors who lead learning functions
- Learning and development managers and specialists
- Human resources managers and HR business partners
- Talent development and organizational development professionals who support change
- Training coordinators and training center administrators who run daily operations
- Department heads who manage staff development budgets
- Corporate academy and learning platform managers
- Professionals preparing for senior learning and development roles





Training Management & Organizational Learning Course Outlines

Day 1: Foundations of Training Management

- Role of the training function in organizational strategy and growth
- Structure, roles, and responsibilities of a modern training department
- Training management cycle from analysis to evaluation
- Overview of the ADDIE model and ISO 10015 guidelines
- Aligning training with business goals and HR strategy
- Building stakeholder support and executive sponsorship
- Training policies, procedures, and quality standards

Day 2: Training Needs Analysis and Planning

- Organizational, task, and individual levels of needs analysis
- Competency frameworks and performance gap analysis
- Surveys, interviews, and focus groups for data collection
- Prioritizing training needs by business impact and urgency
- Preparing the annual training plan and training calendar
- Setting SMART training objectives and success criteria
- Using Gantt charts to schedule programs, trainers, and resources

Day 3: Budgeting, Vendors, and Training Operations

- Training budget structure, forecasting, and cost control methods
- Cost per learner, training hours, and cost-benefit analysis

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- Vendor selection using request for proposal (RFP) documents
- Evaluation scorecards and service-level agreements for providers
- Managing logistics, venues, trainers, and participant records
- Learning Management System functions and reporting
- Managing risks and quality issues in training delivery

Day 4: Organizational Learning and Knowledge Management

- The learning organization concept and Senge's Five Disciplines
- Building a culture of continuous learning and development
- The 70:20:10 framework for blended learning
- Coaching, mentoring, and job rotation as learning tools
- Communities of practice and peer learning networks
- The SECI model for creating and sharing knowledge
- Capturing lessons learned through after-action reviews

Day 5: Measuring Impact and Driving Improvement

- The four levels of the Kirkpatrick Model
- The Phillips ROI Methodology and its five levels
- Setting training KPIs, targets, and Balanced Scorecard dashboards
- Measuring learning transfer and behavior change
- Reporting results to senior management using clear visuals and summaries
- Continuous improvement cycles using feedback data
- Action plan for a training strategy and learning roadmap





Conclusion

By successfully completing the Training Management & Organizational Learning Training Course, participants will gain the knowledge to plan, budget, deliver, and evaluate training across the organization. Furthermore, they will understand vendor management, knowledge sharing, and frameworks such as ISO 10015, the 70:20:10 model, and Kirkpatrick. As a result, they will build stronger learning cultures and link training to business results. Gentex Training Center supports this goal with practical tools and expert guidance. Join us to lead training with clarity and purpose.

FAQs

Q1 What is the "Training Management & Organizational Learning" course about?

The Training Management & Organizational Learning course teaches how to run training as a strategic function. It covers needs analysis, planning, budgeting, vendor management, and evaluation. Furthermore, it shows how to build a learning culture that shares knowledge and supports business goals.

Q2 What are the key benefits of the "Training Management & Organizational Learning" course?

The course helps participants align training with business goals and control costs. As a result, organizations avoid wasted spending and focus on programs that matter. In addition, participants learn to build knowledge-sharing systems that keep expertise inside the organization and improve performance over time.



Q3 What skills will I gain from the "Training Management & Organizational Learning" course?

Participants gain four core skills: training strategy development, training budget and vendor management, organizational learning and knowledge management, and training impact measurement. Furthermore, they practice these skills through planning exercises, so they can apply them directly in their own organizations.

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

The course covers ISO 10015, the ADDIE model, the 70:20:10 framework, Senge's Five Disciplines, and the SECI model. It also teaches Training Needs Analysis, the Kirkpatrick Model, and the Phillips ROI Methodology. In addition, participants use Learning Management Systems, Gantt charts, and Balanced Scorecards.

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

Training managers apply these methods to plan yearly programs, control budgets, and select training providers. For example, they use needs analysis to set priorities and ROI reports to justify investments. As a result, senior leaders see clear links between training, employee performance, and business results.