

# HOW TO MAKE TRAINING WORK WORKSHOP

*"Investing in Training that provides the results you want... .."*

**PAN AFRIC HOTEL NAIROBI**

**27<sup>TH</sup> MARCH 2009**

*Has your organization been spending heavily on training over the years without tangible results to show at the end of the day?*

*Do you still have deficit in employee skill in your organization even after training?*

*Are you normally in a dilemma on how to measure and evaluate training effectiveness at the end of the period?*

*Are you eager to raise the performance of employees, improve morale and increase organizational potential?*

*If your answer to the above and many others is YES..... then this workshop is for you.*

Organized by  
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## Workshop Overview

Today's successful organizations and managers realize that people are the key resource in maintaining competitive advantage and they view employee training as an investment in their people and NOT *an expense*. As a manager, you will want your staff to have the best skill sets and the broadest understanding of the organization and its customers. However, before choosing training as the solution, managers should carefully analyse the situation to determine if this training is the appropriate response. BUT what about learning better ways to do business – even when employees are highly skilled and systems established? Tremendous efforts are put in designing and deciding on a training programme, choosing a qualified trainer, define the methodology but it still fails to yield results. The BIG question among global companies today is how to make training programmes really work.

To be successful, a training programme must have clearly stated and realistic goals. The goals will judge the programmes content and determine the criteria by which its effectiveness will be determined. Unless the goals are clearly articulated before these programmes are set up, the organization is likely to find itself training employees for unknown reasons and towards the wrong direction. Clarity of objective is a prerequisite for the success of any training programme.

Effective training raises performance improves morale and increases organizational potential hence **competitive advantage**. Inappropriate or inadequate training can be a source of defeat for everyone involved. To maximize training benefits, managers must closely monitor the process and ensure training programmes are developed with an agenda to achieve organizational goals.

## Workshop Objectives

- How to ensure training results in the transfer of immediately useful information to your workplace.
- To demonstrate real employee behavioral change, based on training content.
- Creating a training and development support process that will ensure that the employees training you do work.
- Making training and development more effective within your organization.
- Making employee training transfer to the workplace and producing results you need for your organization.

- Understand actual processes and activities within the employee training session that help people obtain useable skills for workplace application.

### Benefits of Attending this Workshop

At the end of this event, you will be able to:-

- **Practically** know how to effectively measure and evaluate training activities
- **Know how** to align your TNA's to organizational Goals and come up with required needs analysis
- **Understand** the training process fully
- **Discover** the importance of training and development and its impact on the bottom line
- **Learn** new global trends in training & Development

### Workshop Contents

Module I:	Fundamentals of Training
Module II:	Key Training Challenges
Module III	The Need to re-invent training
Module IV:	Making Training Work
Module V:	How to Measure the ROI in Training/ Evaluate the Impact of Training

### Methodology

This workshop will be highly interactive, with a mix of theory and practical sessions. You will have the opportunity to share your experience and learn from others through group discussions.

### Who Should Attend

- Human Resources Managers
- Training Managers
- Learning & Development Managers
- Career Development Managers
- Personnel Managers
- Talent Managers

**Your Investment: Kshs.15,000/- Excl VAT**

## Workshop Registration Form

Name of Workshop: \_\_\_\_\_

Workshop Venue \_\_\_\_\_

Workshop Dates: \_\_\_\_\_ Fees

**15,000/- Excl of VAT**

Registrants(s):

No.	Name	E-mail	Phone
1.			
2.			
3.			
4.			
5.			

Organization: \_\_\_\_\_

Contact Person: (If not registered): \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Pin No. \_\_\_\_\_ VAT No. \_\_\_\_\_

**I have read, understood and agreed to AMC's Term and Conditions, related to training courses as outlined in the company document**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Terms & Conditions - Adaptive Management Consultants Training Courses**

A signed registration form, returned to our office indicates that you have read and agreed to the terms and conditions set out below:

1. A place on any course is reserved only upon receipt of a signed training registration form accompanied by a purchase order for an amount equal to the quoted course fee.
2. Full payment for all training activities must be received 7 working days prior to the commencement of the course.
3. Adaptive Management Consultants reserves the right to cancel or re-schedule courses with 7 days notice. In the event of such cancellation, registrants can opt to have all pre-paid fees refunded in full or credited towards the next available course.

#### **Training Bookings & Inquiries**

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*Thank you for your interest in AMC's training services.*