



NATIONAL INSTITUTE FOR PRODUCTIVITY

TRAINING MANAGEMENT COURSE



Course Objective

To equip participants with training management skills and enable them to confidently plan, organize and coordinate training matters in their organizations.

Target Participants

Training Managers/ Officers, Human Resources Managers/ Officers, Administrative Managers/ Officers, All those involved in training matters.

Key Topics

Introduction to Training management; Performance appraisal; Training process; Training needs assessment; Training courses; Working with trainers; Training location and resources; Training plans and budgets; Training administration; Course preparation; Delivering the course; Principles of selecting teaching and training methods; Training validation; Learning transfer; Evaluation of training programmes; Training quality; Using managers and others to deliver training and competencies.

Learning Outcome

At the end of the course participants are expected to; manage more effectively the training function in their organizations, communicate more effectively with senior management with respect to their organisations' training requirements, Select appropriate training strategies for their organisations and Evaluate training programmes.

Training Methodology

A combination of class-room lectures, hands-on-practice sessions, video shows, case studies, work groups assignments and presentations.

Medium of Instruction

English

Venue

Morogoro – Tushikamane Centre

Duration

2 weeks

Fee and Mode of Payment

The fee: Tshs. **975,000/=** must be PAID IN ADVANCE to National Institute for Productivity through CRDB Bank, Account Number 01J1042999200, Tower Branch; otherwise the nominee will not be allowed to join the course.

Note:

Please take note that hotel accommodation, meals, travel and out of pocket expenses will be borne by the sponsoring organization. The fee covers only tuition, courseware and light refreshments during morning breaks and administrative expenses. Contact NIP office before reporting to the training venue.

Our Contacts

Nyumba ya Maarifa, Ohio Street

P. O. Box 2021, Dar es Salaam, Tanzania,

Tel: (+255) 22 2110523/ 2126832/ 2126981 and (+255) 769 291905

Fax: (+255) 22 2128619/ 2126081

Email: info@niptz.org

Web: www.niptz.org

