TECHNICAL EDUCATION ACADEMY

School of Business and Management

COURSE PROGRAMME

000547

HRMT018 - Training and development programmes coordination

In the context of the Fourth Industrial Revolution, training and development become key for the sustainability and growth of organizations.



Learn from the Best in the Business!

Course overview

Duration: 5 days / 40 hours · Intermediate level

Why take this course

In the context of the Fourth Industrial Revolution, training and development become key for the sustainability and growth of organizations. Training is shifting from traditional models to creating self-learning organizations, supporting the development of a fluid workforce and adapting to the new realities of the labor market.

The programme combines theoretical foundations of training with practical methods. It covers classical and modern learning theories, including operant conditioning and andragogy, and presents various training methods both on-the-job and off-the-job — from dual training to mobile and asynchronous learning.

The programme also includes practical aspects of conducting training using modern technologies such as eLearning and virtual reality, which expand the possibilities of traditional methods. Special attention is paid to evaluating the effectiveness of training using research methods such as experimental designs and quasi-experimental constructions.

This comprehensive programme not only strengthens the skills and competencies of employees but also supports their personal and career development, contributing to the long-term success of organizations in a rapidly changing world.

Who it is for and how it helps

This course is designed for a wide range of professionals, including managers and leaders at all levels, training and development specialists, and HR managers who aim to integrate modern educational approaches into their organizations. The course will also be beneficial to employees responsible for strategic planning and change management, as it covers aspects of creating self-learning organizations and adapting to the rapidly changing work environment. Additionally, technical specialists and international personnel may find the programme interesting, as it includes training methods adapted to various professional and cultural contexts.

What you will learn

- Master strategic planning methods for training and development, tailored to the goals and needs of their organizations.
- Integrate various theoretical approaches and practical training methods, including digital and interactive technologies, to enhance training effectiveness.
- Use various tools and techniques to assess reaction, learning, behavior change, and business impact, thereby improving the ROI of training programs.
- Develop and modify training programs considering cultural and individual differences of employees in a multicultural work environment.

Course overview — continued

- Improve leadership qualities, change management capabilities, and effective career counseling to support employees at all stages of their professional development.
- Create comprehensive, inclusive, and sustainable educational initiatives that support both continuous and targeted learning in the organization.

Curriculum

Modules 01–04

01 Why Training is Important

- People as the foundation of business
- The purpose of the training and development function in an organization
- Evolution of production and approaches to staff training
- The Fourth Industrial Revolution and its impact on the labor market
- Fluid workforce
- New reality - lifelong learning

02 Strategic Issues in Training

- Elements of strategic planning
- Different perceptions of the role of the training function in an organization
- Description of key roles in training
- Various organizational structures of the training function
- Strategic approach to staff training and development
- From traditional training to a self-learning organization

03 Administrative Issues in Training

- Training budget (cost center or profit center)
- Evaluating the effectiveness of training investments/expenditures
- Insourcing and/or outsourcing of training
- Types of training providers
- Procurement of training services (correct strategy)
- Contract and service provider management

04 Identifying Training Needs

- Systematic approach to identifying training needs
- Methods for assessing training needs
- Job and task analysis
- What are competencies and the competency-based approach to training?
- Competency gap analysis
- Developing training plans for the entire company and individual departments

Curriculum

Modules 04–08 · Module 04 — continued

- Calendar planning, budgeting, and procurement management

05 Learning Theories

- Classical conditioning (I. Pavlov)
- Operant conditioning (B. Skinner)
- Social-cognitive theory
- Andragogy: theory of adult learning
- The role of the brain in learning

06 Learning Principles

- Stimulus: well-organized materials
- Response: practice and repetition
- Motivation: encouragement and active participation
- Feedback: knowledge of results
- Transfer of learning
- Learning curves
- Forgetting

07 Learning

- Learning styles
- Levels of learning
- Learning strategies
- Types of learning

08 Methods and Processes of Training

- Motor response
- Memorization
- Idea comprehension
- Internalization of values

Curriculum

Modules 09–10

09 On-the-Job Training Methods

- On-the-job instruction
- Apprenticeship/Dual training
- Practices and internships
- Rotation and cross-training
- On-the-job training: project assignments
- Coaching and mentoring

10 Off-the-Job Training Methods

- Self-study
- Training in in-house training centers
- Lectures
- Television and video
- Conferences and discussions
- eLearning
- Mobile learning
- Corporate universities
- Asynchronous learning
- Practical examples
- Role-playing
- Simulations
- Programmed learning
- Computerized learning
- Programmed group exercises
- Blended learning
- Cohort learning
- Commissioning training (important!)
- MBA
- Professional certifications
- International accreditations

Curriculum

Modules 11–14

11 Comparison of Training Methods Effectiveness

- On-the-job training methods
- Off-the-job training methods

12 Planning

- "Plans are nothing, planning is everything"
- Defining training objectives
- Insourcing or outsourcing
- Choosing the format, location, and seating for training
- Selecting training methods
- Group size and room requirements
- Duration
- Frequency
- Methods of knowledge assessment
- Required resources

13 Training Materials

- Presentations
- Manuals
- Handouts
- Tests and exam exercises
- Multimedia content
- Copyright

14 Using Technology in Training

- Distance learning
- Computer-based training (CBT)
- eLearning
- Massive Online Open Courses (MOOC)
- Learning Management System (LMS)
- Competence Management System (CMS)

Curriculum

Modules 14–18 · Module 14 — continued

- Augmented and virtual reality (AR/VR)
- Simulators and training in learning
- Artificial intelligence/neural networks in learning (AI in Learning)

15 Criteria for Evaluating Training Effectiveness

- Kirkpatrick's Four-Level Training Evaluation Model
- Reaction evaluation (smiley questionnaires)
- Learning evaluation
- Behavior change
- Business impact evaluation

16 Data Sources

- Archival data
- Questionnaires and surveys
- Performance evaluation results
- Interviews
- Simulations
- Ratings and checklists
- Critical incidents
- Observations
- Effectiveness evaluation

17 Research Methods for Evaluation

- Experimental designs and the use of control groups
- Quasi-experimental designs

18 Company-Wide Programmes

- Corporate standards, processes, and values
- Industrial safety and occupational health
- Legal requirements
- Computer literacy and 21st-century skills

Curriculum

Modules 19–20

19 Group-Specific Programmes

- Young professionals, talents, and succession pool
- Managers
- International staff
- Technical staff
- Commissioning training for new facilities and equipment

20 Career and Personal Development Stages

- How we choose our profession
- Mother's way/Father's way
- Career counseling during transition crises
- Career path
- Dual career
- Erikson's life stages model
- Work career model
- Professional career model
- Crisis theory

Pre-course requirements

- Participants should have experience in management, HR, or training and development to fully engage in discussions and practical sessions.
- Understanding the basic principles of management and organizational structure to easily assimilate information about strategic planning and change management.
- Proficiency in business communication and interpersonal skills important for group discussions and interactions during the training process.
- Willingness for continuous professional and personal development, which is key to successfully mastering the course material.

Programme instructor



Anton Gakhov

With a career rooted in Psychology and Education since 2004, I've journeyed from an HR and Training Professional to the founder and manager of an EdTech company. I've gained diverse experience in organizational and social psychology, overseeing comprehensive training programs, managing CSR projects, and implementing Learning Management Systems.

I've been instrumental in developing and maintaining pay grades, job grade systems, and HR budgets. Furthermore, I've facilitated strategic HRM solutions for downstream and midstream assets and contributed to HR process automation.

As the head of an EdTech company, I'm leading the revolution in training and development, emphasizing innovative training products and cutting-edge technologies. Currently, my focus lies in optimizing educational processes for improved ROI, modernizing training centers, and implementing impactful coaching and leadership development programs. My mission is to empower individuals to reach their full potential, fostering a culture of continuous learning, and driving positive global change.

With a wealth of experience in the energy sector, I’ve had the opportunity to contribute to projects with industry leaders such as BP, Equinor, PetroChina, Lukoil, and ENOC. My career journey is built on a solid foundation of academic achievements, holding degrees in Psychology, Education, and Business Administration. I’ve consistently applied a strategic and innovative approach to complex challenges, focusing on simplifying processes and delivering impactful solutions.

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Participant ratings

Programme evaluation based on participant feedback

Overall programme rating — 5.0 / 5

Clarity of learning objectives	**4.8 / 5**
Confidence in applying knowledge and skills	**4.5 / 5**
Achievement of learning objectives	**4.7 / 5**
Relevance of content to job tasks	**4.8 / 5**
Suitability of difficulty for the level of preparation	**4.8 / 5**
Increase in knowledge	**4.8 / 5**
Skills development	**4.8 / 5**
Willingness to recommend the programme to colleagues	**5.0 / 5**

6 responses

Joining the programme

Contact the Academy and quote course code 000547 to confirm dates, delivery format, prices and enrolment terms.

Training for your team

Tell us your business goals, the roles and number of participants, and your preferred dates and location. This will help us discuss the right training option.

Preparing for the programme

Read the pre-course requirements in this programme before enrolling.

Discuss your training needs

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