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COURSE BROCHURE

# Training Administration and Coordination Skills Course

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Registered in the United Kingdom and Saudi Arabia

# Training Administration and Coordination Skills Course

Training Administration and Coordination is a 1-week training course for training coordinators and learning administrators who run course logistics, schedules and attendance records, and who leave with a training administration calendar and tracking file. Organisations now expect learning teams to show who attended, what it cost in time and whether it worked, so coordination quality shapes trust in every course. Jupiter Prime Training delivers this course on Training Administration and Coordination.

## Why Training Administration and Coordination Matters Now

Three forces shape training administration today. Line managers want faster nomination and clearer joining instructions, finance teams want each booking traced to a cost centre, and learning leaders want evaluation evidence rather than attendance counts alone. A coordinator who handles these well keeps trainers, venues and learners aligned and gives leaders reliable records for planning. Poor coordination produces clashing dates, empty seats, lost certificates of attendance and feedback nobody reads. The course rests on a four-level evaluation approach for evaluation levels and on a structured design cycle for placing administration inside the wider learning cycle.

## Who Gains Most from Training Administration and Coordination

- Those who receive training requests and turn them into scheduled sessions
- Those who book venues, rooms, catering and equipment for learning events
- Those who contract and brief external trainers and internal subject experts
- Those who keep nomination, attendance and completion records
- Those who collect feedback forms and prepare evaluation summaries

Learning and development units, HR shared service centres and academy teams in hospitals and banks gain most when several coordinators attend together and agree one calendar method.

## Training Administration and Coordination Capabilities

Participants leave able to turn a scattered set of requests, bookings and sign-in sheets into a controlled learning calendar.

- Consolidate training needs requests into a prioritised annual schedule — learning budget holders
- Specify venue, equipment and catering requirements in a booking checklist — facilities and suppliers
- Brief trainers with a session pack and joining instructions — external trainers and line managers
- Build attendance and completion records that reconcile with nominations — HR records owners
- Calculate reaction and learning evaluation scores from feedback forms — learning leaders
- Communicate schedule changes and cancellations without losing participants — nominees and their managers

## Key Training Administration and Coordination Terms

- Training needs analysis — a structured review of skill gaps that produces the list of courses an organisation should run.
- Nomination — the formal request from a manager placing a named employee on a specific session.
- Joining instructions — the note sent before a course giving venue, timing, preparation and contact details.
- Attendance register — the signed or digital record of who was present on each day of a session.
- Four-level evaluation — an evaluation approach covering reaction, learning, behaviour and results.
- Learning management system — software that holds course catalogues, enrolments, completions and learner records.

## Training Administration and Coordination Day by Day

## Day 1: The Learning Cycle and the Coordinator Role

- Structured Design Cycle Stages — Where Administration Supports Design And Delivery
- Training Needs Analysis Outputs — Turning Requests Into Course Demand
- Annual Learning Calendar Formats — Balancing Peak Seasons And Workloads
- Stakeholder Map For Learning Events — Who Approves, Attends And Pays
- Service Level Expectations — Response Times For Nominations And Queries

## Day 2: Scheduling and Nomination Control

- Session Scheduling Rules — Avoiding Clashes With Shifts And Peak Periods
- Nomination Forms And Approval Routes — Confirming Eligible Participants
- Waiting Lists And Minimum Numbers — Deciding To Run Or Postpone
- Cancellation And Transfer Policy — Protecting Seats And Supplier Terms
- Calendar Invitations And Reminders — Reducing No-Shows Before Day One

## Day 3: Venues, Trainers and Logistics

- Venue Booking Checklist — Room Layout, Equipment And Accessibility Needs
- Trainer Contracting And Briefing Pack — Clarifying Scope And Materials
- Joining Instructions Template — Setting Expectations For Each Participant
- Course Materials Production — Printing, Digital Handouts And Version Control
- Purchase Requests And Supplier Invoices — Matching Bookings To Cost Centres

## Day 4: Records, Evaluation and Reporting

- Attendance Registers And Completion Rules — Recording Partial Attendance Fairly
- Learning Management System Records — Keeping Enrolments And Completions Accurate
- Reaction And Learning Evaluation Levels — Designing Feedback Forms
- Evaluation Score Calculations — Summarising Feedback For Learning Leaders
- Monthly Training Dashboard — Reporting Hours, Attendance And Spend

## Day 5: Practising the Training Administration Calendar and Tracking File

- Nomination Case Simulation — Applying Approval Routes To Conflicting Requests
- Last-Minute Trainer Cancellation Drill — Applying Venue And Supplier Options
- Feedback Data Exercise — Applying Evaluation Scoring To Real Forms
- Peer Review Of Coordination Checklists — Testing Completeness And Clarity
- Training Administration Calendar And Tracking File — Completing The Final Version

## Applying Training Administration and Coordination After the Course

- Rebuild the next quarter's learning calendar using the scheduling rules and nomination approval routes from the course.
- Introduce the revised feedback form and evaluation score summary on the next three sessions you coordinate.

## Training Administration and Coordination Questions FAQ

### What is training administration and coordination and why does it matter now?

Training administration and coordination is the work of scheduling, booking, recording and evaluating learning events. It matters now because managers expect fast nominations, finance expects traceable costs and leaders expect evidence that courses changed something.

### Which roles gain most from training administration and coordination skills?

Coordinators, learning administrators and HR officers who handle nominations, venues, trainers and records gain most. Academy teams and HR shared service centres benefit when several members adopt one calendar and tracking method together.

## How does a training administration and coordination course differ from an instructional design course?

It focuses on logistics, records and evaluation data rather than writing learning content. Instructional design courses shape what is taught; this subject makes sure the right people attend the right session and the results are recorded.

## What do you bring back from training administration and coordination training?

You bring back a training administration calendar and tracking file built during the week. It holds your schedule, nomination log, venue and trainer bookings, attendance records and evaluation summary in one place.

## Training Administration and Coordination: The Way Forward

The training administration calendar and tracking file first informs which sessions run next quarter and which wait for numbers. Coordinators use it daily, learning leaders read its evaluation summary and finance draws on its cost lines. After the first cycle, revisit the evaluation columns to decide whether behaviour-level follow-up is worth adding for priority courses.