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COURSE BROCHURE

# Training Coordinator to Specialist Development Course

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**jupiterprime.uk**

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

# Training Coordinator to Specialist Development Course

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Training Coordinator to Specialist Development is a 1-week training course for training coordinators and newly appointed training specialists moving from arranging sessions to advising on learning, ending with a training coordination toolkit they can apply at once. As internal clients expect faster, evidence-based learning support, the step from coordinator to specialist decides how much value a training function adds. Jupiter Prime Training offers this course for practitioners building that step.

## Why Training Coordinator to Specialist Development Matters Now

Three forces are reshaping the coordinator role. Line managers want learning that fits shifts, deadlines and blended formats. More external providers means selecting and briefing suppliers is now a skill in its own right. Leaders also want proof that sessions changed work. Coordinators who grow into specialists answer these demands; a purely logistical function becomes a booking desk. The course rests on the training cycle of needs, design, delivery and evaluation, and on four-level evaluation as a widely used way of judging results.

## Who Gains Most from Training Coordinator to Specialist Development

- Coordinators who schedule sessions, venues and trainers and want a broader advisory role
- Newly appointed specialists who inherited a learning calendar without a method behind it
- Officers who brief and monitor external training suppliers
- Staff who keep learner files, attendance evidence and completion reporting
- Learning champions who gather requests from supervisors

A learning and development unit that sends its coordinators and junior specialists together gains most, because they leave sharing one toolkit and one view of each role.

## Training Coordinator to Specialist Development Capabilities

Participants move from handling bookings to advising internal clients on what learning to buy and how to show its effect.

- Clarify a training request with its sponsor before any booking — the line manager asking for help
- Specify a supplier brief with outcomes, audience profile and evidence expected — the provider selection decision
- Build a session readiness checklist covering venue, joining instructions and trainer briefing — the delivery date
- Design learner records that show attendance, completion and follow-up actions — internal audit and reporting
- Apply reaction and learning checks after each session — the decision to rebook or replace a provider
- Communicate a short results summary to department heads — the next budget conversation

## Key Training Coordinator to Specialist Development Terms

- Training request — a manager's demand for learning, recorded with the performance problem, audience and timing it is meant to address.
- Supplier brief — the document telling an external provider what participants must be able to do and how success will be judged.
- Joining instructions — the message sent to participants before a session, giving purpose, preparation, location or link and contact details.
- Learner record — the stored evidence of who attended, what they completed and which follow-up actions were agreed.
- Reaction check — a short form gathered at session end on relevance, pace and trainer quality, used to spot problems quickly.
- Training cycle — the repeating sequence of identifying needs, designing, delivering and evaluating learning for a defined group.

## Training Coordinator to Specialist Development Day by Day

### Day 1: From Coordinator to Specialist

- Training Cycle Mapping — Where Coordination Ends and Specialist Advice Begins
- Role Scope Comparison — Tasks to Keep, Delegate or Grow Into
- Internal Client Map — Which Departments Drive Most Learning Demand
- Request Intake Interview — Separating Real Skill Gaps From Wish Lists
- Personal Development Profile — Skills Needed for the Specialist Step

### Day 2: Planning and Session Logistics

- Annual Learning Calendar — Balancing Operational Peaks Against Course Dates
- Venue and Virtual Room Checklist — Readiness Before Participants Arrive
- Joining Instructions Template — Attendance, Preparation and Fewer No-Shows
- Trainer Briefing Note — Aligning Facilitator Focus With Sponsor Expectations
- Contingency Log — Handling Cancellations, Substitutions and Late Changes

## Day 3: Working With External Suppliers

- Supplier Brief Structure — Outcomes, Audience and Evidence Requested
- Proposal Comparison Grid — Choosing Between Competing Training Providers
- Service Level Agreement Points — Deadlines, Materials and Replacement Trainers
- Supplier Performance Scorecard — Rebook, Improve or Replace Decisions
- Invoice and Delivery Reconciliation — Paying Only for Sessions Delivered

## Day 4: Learner Records and Evaluation

- Learner Record Design — Attendance, Completion and Follow-Up Evidence
- Four-Level Evaluation — Choosing How Far Each Session Is Judged
- Reaction and Knowledge Checks — Quick Signals of Session Quality
- Manager Follow-Up Prompt — Transfer of Learning Back to the Job
- Results Summary for Department Heads — Funding the Next Learning Cycle

## Day 5: Practising the Training Coordination Toolkit

- Request Intake Rehearsal — Applying the Day One Interview to a Live Case
- Logistics Walk-Through — Testing the Readiness Checklist on a Sample Session
- Supplier Brief Drafting — Using the Day Three Structure for a Real Need
- Evaluation Plan Selection — Matching Checks to a Chosen Course
- Training Coordination Toolkit — Assembling Templates, Checklists and Records

## Applying Training Coordinator to Specialist Development After the Course

- Run intake interviews on the next three requests and record the problem behind each.
- Score one current supplier on the performance scorecard and share it with the sponsor.

## Training Coordinator to Specialist Development Questions FAQ

### What is training coordinator to specialist development and why does it matter now?

It is the move from arranging training to advising on it. Internal clients want learning that fits operations and shows results, so coordinators who question requests and report effect add real value.

### Which roles gain most from training coordinator to specialist development?

Training coordinators and new training specialists gain most. Learning champions and officers managing suppliers or learner files also benefit.

### How does training coordinator to specialist development differ from a training manager course?

It works at practitioner level. A training manager course covers learning strategy, budgets and leading a team; this subject covers the daily decisions on requests, logistics, suppliers and records.

## What do you bring back from training coordinator to specialist development?

You bring back a working set of templates and checklists. It covers intake, joining instructions, supplier briefs, scoring, learner records and evaluation.

## Training Coordinator to Specialist Development: The Way Forward

The training coordination toolkit gives each participant a ready set of templates for intake, logistics, supplier briefing, records and evaluation. Its first use is the next departmental request, where the intake interview decides whether training is the answer. Coordinators and specialists share it across the unit, and revisit the supplier scorecard once a full learning cycle has run.