



CERTIFIED TRAINING MANAGER [CTM]

PITMAN

Mirqab-Shuhada Str.-Souk Alsafat-3rd Floor



IPM HISTORY:

INSTITUTE OF PROFESSIONAL MANAGERS was created Five years ago as a private initiative designed to offer postgraduate training programs in the field of business administration and senior management in the United Arab Emirates, Qatar, the Arab Republic of Egypt & The launching of a group known professors and experts in the field of training and education in the Middle East IPM Has been established for cooperation with major universities, colleges and business schools and associations specializing in professional certification in the business administration

INTRODUCTION:

Already a classic in its field, this thoroughly-updated edition of the training manager's ultimate answer book gives readers clear guidance and techniques for accomplishing successful, cost-effective training

SEMINAR OBJECTIVES:

Those attending will be able to:

- Describe the role of training within an organization
- Plan a transition from training to organizational development
- Link training to organizational goals
- Conduct an effective training needs analysis
- Develop a training strategy
- Identify learning solutions
- Evaluate training
- Promote value added training

WHO SHOULD ATTEND?

This seminar is designed for all HR professionals, Training Managers, L&D managers, Company Senior Trainers, Senior Training coordinators.

MDI CERTIFICATE FORMAT:

A framed certificate of completion will be awarded to class members who attend at least 80% of the 40 training hours are granted by Management Development Institute through the College of Business Administration at Missouri State University.

TRAINING METHODOLOGY:

The seminar is based on a combination of interactive activities - group and individual exercises, case studies, skills practice and discussions - along with formal inputs. The environment will be supportive in which individuals with varying degrees of experience will be encouraged to share the approaches they currently use as well as try out new ones that they encounter on the seminar. The expert seminar facilitator will be on hand to answer any questions an individual may have and to act as a facilitator for building and applying new approaches.



TABLE OF CONTENTS:

1. How to Lead Learning Organizations
2. How to Make the Most of E-Learning
3. How to Run the Training Operation
4. How to Manage Outsiders
5. How to Manage Training for Teams
6. How to Manage Coaching and Mentoring
7. How to Train for Innovation
8. How to Support Learners On Their Own
9. How to Assess Training Needs
10. How to Design and Write Training
11. How to Implement and Deliver Training
12. How to Evaluate Training

ABOUT IPM EXAMS

IPM COURSES PRE-REQUISITE:

BACHELOR DEGREE IN ANY FIELDS

- 3 Years experience
- Copy of CV
- Copy of university Certificate
- 2 Passport Pictures

FOR NON-BACHELOR HOLDER:

- Copy of CV
- 10 Years of experience

IPM MEMBERSHIP:

- Attend the 40 hours course training
- Pass the course exam

IPM EXAM:

- 40 Multiple Choose Question
- 1 Hour Duration



IMPORTANT NOTE:

Exam fees are included in the course fees, in case the delegate fail in the exam he/she can re-take the exam free of charge, if he/she fail again a fees of 200\$ should be paid, if he/she fail again training course should be re-taken before setting new date for the exam.

