Train the Trainer (2 days)

Overview

Training in the pharmaceutical industry cannot be viewed simply as an occasional pastime, delivered on an ad hoc basis when there isn't anything else happening and 'just-in-time' prior to a regulatory audit. Skilled and knowledgeable staff are the drivers in most businesses and each and every year pharmaceutical organisations will take significant risks by not ensuring that employees are competent to carry out their role. With most governments having identified the importance of a skilled workforce to the economy, investing heavily in improving skills levels at schools and through Further Education and Higher Education, industry has a role to ensure that the promotion of 'lifelong learning' is continued within their own internal curriculum. Research has shown that there are clear measured business improvements for those organisations that continually develop their employees and that they are more likely to remain loyal, productive and committed to the employer for the duration of their employment. This requires the skilled training practitioner to have the ability to develop and define strategy, aligning training to business improvement as well as a comprehensive knowledge of the various tools and techniques required to ensure that employees can retain and apply the learning.

Participants will develop a wide range of necessary skills, from developing a strategy, through learning best practice techniques to the evaluation and data recording stages. The key goal is to ensure that ALL training is developed and delivered to maximise business performance and this will be the focal point throughout the course.

Objectives

On completion, participants will be able to:

- Carry out a training needs assessment
- Develop a Learning and Development Strategy for the business
- Understand and be able to develop Competence and Competency frameworks from job analysis
- Understand the importance of training in managing compliance and improving business performance
- Design training programmes for both off-the-job and on-the-job skills improvement
- Identify the best delivery mechanism for the training need and improve their delivery style.
- Evaluate training effectiveness
- Manage training effectively within a defined training budget
- Identify the best systems for recording and co-ordinating training

Contents

- Introducing The Training Cycle (Needs-Design-Delivery-Evaluate-Review)
- Aligning the Training Strategy to Business Objectives
- Training delivery- best delivery options to meet specific learning objectives
- Techniques for improved training (NLP, Accelerated Learning, e-learning, Psychometrics)
- Aligning training to Performance Management systems (managers role in improving performance)
- Role Profiling- The COST role profiling tool (identifying role accountabilities with performance criteria)
- Job profiling and Psychometrics- Changing and Influencing Behaviours (what makes us tick?)
- Evaluating and measuring training effectiveness- looking at the Return on Training Investment (ROTI)

Format

Led by an instructor with 15 years' training experience at senior level in the industry, the course consists of a lively mix of presentations, workshops, group exercises and discussions. Anecdotes and personal experiences will be shared to help delegates apply the knowledge back in the workplace.

Attendees

This course is designed for anyone involved in managing or delivering training

Course Materials

Copies of all presentation slides, notes and handouts will be provided. On completion of the course, each delegate will be presented with a certificate.