



Asia Masters Center

Management of Training, Planning, Identification of Needs & Preparation of Training Budgets



Management of Training, Planning, Identification of Needs & Preparation of Training Budgets

➔ Course Objective

- Provide participants with the scientific foundations and methods for preparing training plans and budgets.
- Develop the skills of participants of using this methods.
- stand up to the problems and obstacles which is facing the exercise of this activity.

➔ Target Audience

- Training Specialist.
- Managers of training departments.
- who are responsible for preparing the training plan.
- Responsible for preparing the training budget.

➔ Course Outline

- The concept of training planning and training plan.
- The concept of training needs and their areas of responsibility and responsibility for their identification.
- The role of the training committee and the training department in preparing the training plan and budget.

- The Sources of identification of training needs.
 - Methods of prioritizing the training plan.
 - Skills to prepare the training plan and to meet the emergency conditions and obstacles to implementation.
 - The concept of training budget and the methods and principles of budget preparation
 - The Problems which are facing the implementation of the budget and ways to address them
 - Methods and skills to study and analyze training budgets
 - Practical cases.
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- **The Feature Of Asia Master Training And Development Center**
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- we pick up the customer from the airport to the hotel.
 - we give the participant training bag includes all the necessary tools for the course.
 - Working within groups to achieve the best results.
 - All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
 - We can assist you in booking hotels at discounted prices if you wish to book through us.
 - We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null