
Training Coordination Course: Scheduling, Venue Logistics, Learner Records and Evaluation Reports

22 – 26 March 2027
Milan





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Programme Summary

Training coordination is the subject of this one-week training course for training coordinators, administrators and learning operations supervisors, ending in a programme operations file for one live training plan. Training units lose time and money when calendars, venues, registrations and records are kept in separate places by different people. The course follows one training programme from request to evaluation report, with each step built as a working tool the participant takes back to the office. Mars Training Centre UK delivers this programme on training coordination to mixed-organisation cohorts.

The Business Case

Every training programme depends on dozens of small decisions made before the first session begins. When bookings, trainer briefs, attendance and feedback are handled ad hoc, managers cannot say what was delivered, to whom, or at what cost. A coordinator who works from one calendar, one checklist and one record can answer those questions in minutes and free the trainers to teach.

- Rework and Late Changes: Fall as venue, materials and trainer requirements are confirmed against a single checklist.
- Budget Overruns: Fall as vendor quotes, invoices and cancellations are tracked against the approved plan.
- Reporting Delays: Fall as attendance and feedback are captured during delivery rather than reconstructed afterwards.

Principles and Evidence Base

- The Training Cycle of Needs, Design, Delivery and Evaluation: Places each coordination task at the stage where it prevents later rework, and structures the sequence of Sessions 1 to 4.
- Records Lifecycle Thinking: Treats a learner record as something created, controlled, retained and disposed of on a schedule, applied in Session 3.
- Plan, Do, Check, Act Improvement Loop: Turns feedback and incident logs into changes to the next programme, applied in Session 4.

Intended Participants

- Coordinators who schedule programmes, brief trainers and confirm venues and materials.
- Administrators who handle registrations, attendance sheets and learner records.
- Supervisors who own the training budget, vendor relationships and reporting to management.
- Team leaders who must hand over training operations to colleagues without loss of detail.



Typical functions include corporate learning units, government training institutes, hospitals and professional service firms.

Learning Outcomes

1. Participants will be able to construct an annual training calendar that resolves clashes between programmes, trainers and venues.
2. Participants will be able to prioritise logistics tasks for a programme using a dated checklist with named owners.
3. Participants will be able to evaluate vendor quotes and track spending against an approved training budget.
4. Participants will be able to diagnose gaps in attendance and learner records and design a controlled filing routine.
5. Participants will be able to justify a feedback and evaluation design that gives managers usable evidence.
6. Participants will be able to prepare a training report that links delivery, cost and results for a decision maker.

Programme Structure

Day 1: Training Coordination Foundations

What does a coordinator own at each stage of a training programme?

- Coordinator Role Map
- Training Request Intake Form
- Programme Brief Template
- Stakeholder Contact Sheet
- Annual Training Calendar Layout

Day 2: Scheduling, Venues and Trainer Logistics

How are dates, rooms, trainers and materials confirmed without clashes?

- Clash Check Matrix
- Venue Specification Checklist
- Trainer Briefing Pack
- Materials and Equipment Tracker
- Cancellation and Rescheduling Protocol

Day 3: Registration, Attendance and Learner Records

How are participants enrolled and their records kept accurate and retrievable?



- Registration and Approval Workflow
- Attendance Capture Sheet
- Learner Record Template
- Retention and Disposal Schedule
- Records Audit Sample Check

Day 4: Budgets, Vendors and Evaluation Reporting

How are spending and results tracked and reported to management?

- Training Budget Tracker
- Vendor Quote Comparison Sheet
- Feedback Form Design
- Evaluation Summary Report
- Improvement Log

Day 5: Programme Operations File for One Training Plan

Do the calendar, logistics, records and reports agree for one live plan?

- Applying the Session 2 Clash Check Matrix
- Testing the Session 3 Learner Record Template
- Reviewing the Session 4 Training Budget Tracker
- Checking the Session 1 Programme Brief Template
- Completing the Programme Operations File

Methodology

The course uses a structured exercise method built on a shared case of a training unit running twelve programmes a year across several sites. Participants build each tool on the case, then adapt it to their own plan, with written facilitator feedback in each session.

- Suggested activity: Resolving a calendar with three clashing programmes and one cancelled venue.
- Suggested activity: Auditing a set of incomplete learner records and drafting a corrective routine.
- Suggested activity: Presenting an evaluation summary to a mock management meeting.

Capstone Output

Each participant completes a programme operations file for one live training plan. It holds a calendar extract, a logistics checklist, a learner record template, a budget tracker and a draft evaluation summary. The file is used at work to run the next programme, hand over duties to a colleague and brief management on cost and results.



Frequently Asked Questions

Is training coordination suitable for administrators new to the role?

Yes. Training coordination is taught through cases and templates, assuming general office experience but no earlier work in a training unit.

Which models does training coordination rest on?

Training coordination rests on the training cycle of needs, design, delivery and evaluation, records lifecycle thinking and the plan, do, check, act loop.

How is the file from training coordination used at work?

You use the programme operations file to run your next programme, hand over duties and report cost and results to management.

How does training coordination differ from training needs analysis?

Training coordination covers running programmes and keeping records, while training needs analysis decides which programmes the organisation should run.