

Training Implementation

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Objectives

- Understand the procedures of implementing a training program
- Able to apply implementation procedures
- Using the forms and tools of implementation

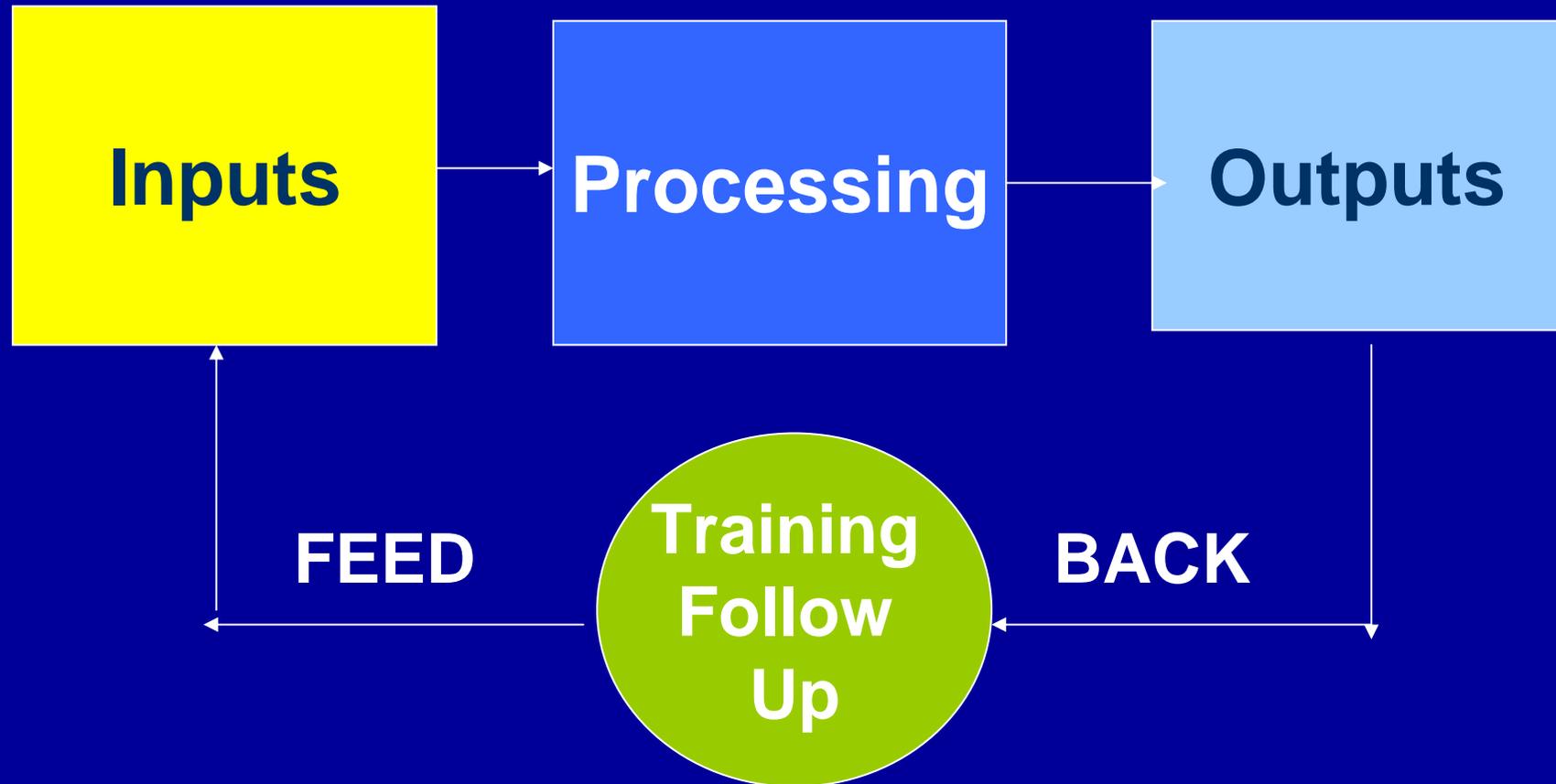
Topics

- Meaning of training implementation
- Implementation as a system
- Procedures of implementation
- Forms and tools used

Meaning of implementation

- Translating the contents of a training plan into actual achievement

Implementation As A System



Inputs

- Training program
- HR (trainers and staff)
- Trainees
- Training aids
- Budget
- Training methodology
- Records and forms

Processing

- Technical and administrative procedures carried out before and during implementation

Outputs

- Implemented plan according to certain criteria (Reports about the training implementation)

Implementation Procedures Before

- Training material availability
- Preparation of training room
- Announcing the time table of the training program
- Preparation and providing training aids
- Preparation and producing evaluation tools
- Accommodation and catering

Implementation Procedures During Training

- Training reception and sign up
- Formal opening secession
- Getting expectation of the trainees
- Printing and copying the outcomes of trainees

Training Follow Up

- The objectives of the training
- The design and contents of the training program
- Training methods aids

Conclusion

- Implementation is a system
- It has input, processing and output and follow up
- Each process has its main components and familiarity