



# Training Coordination

## Training Coordination – from one provider right from the start

I organise the complete **scheduling, room and lecturer planning** for all training courses and coordinate the administrative process from invitations to attendance confirmation. You will regularly receive the necessary **documentation, evaluations and reports** of all registrations and attendance. I always keep you informed about the current status of all participants in your training project.

I am responsible for coordinating and assisting **master trainers** and the “**train the trainer**” training for employees, as well as managing and supporting local teams of trainers. I make practical use of the various commercially available **learning management tools** for processing and documentation. For this purpose, I draw on my experience with **SAP Learning Solution, SAP SuccessFactors and Cornerstone**. I ensure the punctual publication of training content with TT Knowledge Force, SAP Enable Now or your own in-house solution.

- Scheduling, room and lecturer planning and organisation for all training courses
- Management of invitations and attendance
- Documentation, evaluation, reports regarding training registrations/training attendance
- Providing coordination and assistance to master trainers
- “Train the trainer” training for staff
- Managing and assisting the local team of trainers
- Use of various common learning management tools (SAP Learning Solution, SuccessFactors, Cornerstone)

I will be happy to answer any of your questions and provide you with an individual quote.

Best regards,

Tobias Then