



Training Management

Training Management – customised, flexible, sustainable

Together with you, I analyse **the training needs** of the different **target groups** and advise you on possible **types of training** (classroom, virtual classroom, e-learning, work instructions). I transfer the knowledge gained into a **customised and sustainable training concept**, including an implementation schedule and training material.

I organise **competent trainers** for you and, if required, train your employees to become in-house trainers themselves. I use the **tools** used in your company profitably and helpfully for training management and to prepare content. In doing so, I draw on my experience with **SAP Learning Solution, SAP Success Factors and Cornerstone**. I also like to familiarise myself with your **company-specific tool**.

- Training needs analysis (process and activity analysis for different target groups, course definitions, etc.)
- Definition and advice on the use of possible types of training (classroom, virtual classroom, e-learning, work instructions)
- Creation and communication of the training concept
- Assurance that training is conducted and that training documentation is provided after project completion
- Representation of training needs within the project and the entire company
- Finding and training trainers (trainer, master trainer)
- Management of the company's training management tools (SAP Learning Solution, etc.) for providing content (TT KnowledgeForce, SAP Learning Solution, etc.)

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

Best regards,

Tobias Then