



Consulting and Training | Reach New Heights

Course Name

Training Operations & Learning Administration

Sector Name

Administration and Office Efficiency

Document Type

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Training Operations & Learning Administration

Course Introduction

Learning and Development functions have evolved into strategic business enablers that support workforce capability, organizational transformation, and long-term performance. As organizations invest more heavily in employee development, the effective administration of learning operations has become essential for ensuring training quality, operational efficiency, resource optimization, and measurable business outcomes. Modern training administrators are expected to coordinate learning ecosystems, manage training operations, support digital learning platforms, monitor performance, and contribute to continuous organizational development.

Developed by **BOOST Consulting & Training, the Training Operations & Learning Administration program** equips professionals with the knowledge and practical skills required to manage modern learning operations effectively. Rather than focusing only on course coordination, the program explores how to design efficient learning workflows, administer training systems, optimize learning resources, manage stakeholders, monitor operational performance, and continuously improve learning services that support organizational strategy and employee development.

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Target Audience

- ✓ Learning & Development Coordinators
- ✓ Training Administrators
- ✓ L&D Specialists
- ✓ HR Development Officers

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Learning Objectives

- ✓ Manage end-to-end learning operations effectively.
- ✓ Design efficient training administration workflows.
- ✓ Coordinate learning resources and stakeholders.
- ✓ Improve operational efficiency within L&D functions.
- ✓ Monitor training performance using meaningful KPIs.
- ✓ Support digital learning administration.
- ✓ Develop a sustainable learning operations framework.

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Course Outline

✓ Day 01

Foundations of Learning Operations

Understanding Modern Learning Administration

- ✓ The evolution of training administration.
- ✓ Learning operations as a strategic business function.
- ✓ Roles and responsibilities within L&D operations.

Assessing Learning Operations

- ✓ Evaluating current learning processes.
- ✓ Identifying operational challenges.
- ✓ Assessing organizational learning maturity.

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Course Outline

✓ Day 02

Designing Learning Operations

Learning Workflow Design

- ✓ Mapping end-to-end learning processes.
- ✓ Designing efficient administrative workflows.
- ✓ Optimizing learning service delivery.

Resource & Schedule Planning

- ✓ Managing learning resources.
- ✓ Coordinating training calendars.
- ✓ Planning learning logistics efficiently.

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Course Outline

✓ Day 03

Managing Learning Operations

Operational Learning Management

- ✓ Managing training delivery activities.
- ✓ Coordinating instructors and participants.
- ✓ Supporting digital learning platforms.

Learning Data Administration

- ✓ Managing learning records.
- ✓ Maintaining training documentation.
- ✓ Supporting operational reporting.

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Course Outline

✓ Day 04

Performance Measurement & Continuous Improvement

Measuring Learning Operations

- ✓ Learning operations KPIs.
- ✓ Evaluating administrative effectiveness.
- ✓ Monitoring service quality.

Improving Learning Operations

- ✓ Streamlining learning workflows.
- ✓ Solving operational challenges.
- ✓ Enhancing learner support services.

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Course Outline

✓ Day 05

Strategic Learning Operations

Learning Governance

- ✓ Governance principles for learning administration.
- ✓ Compliance and quality assurance.
- ✓ Risk management in learning operations.

Building the Learning Operations Roadmap

- ✓ Developing long-term operational strategies.
- ✓ Supporting organizational learning transformation.
- ✓ Building sustainable learning administration capabilities.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 7, 2026	Dec. 11, 2026	5 days	4250.00 \$	UAE , Dubai

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