A proposal of Wszechnica UJ

LEARNING & DEVELOPMENT MANAGEMENT

Running development processes in organizations

WSZECHNICA
UNIWERSYTETU
JAGIELLOŃSKIEGO

WHO IS THE PROGRAM FOR?

The program for managing development processes in organizations is addressed to professionals responsible for learning & development management:

/ managers and specialists in HR departments;

/ HR Business Partners;

/ Learning & Development specialists and managers;

/ leaders of internal academies and development programs;

/ professionals responsible for onboarding;

/ change leaders;

/ talent managers.

APPLICATION AREAS

Competences acquired may be applied in the following areas:

/ building company's development policy;

/ implementating separate development projects;

/ running needs diagnosis processes;

/ defining the goals of development activities and their implementation;

/ planning development programs and adequate use of various forms of development;

/ strengthening the involvement of development program stakeholders;

/ assessing effectiveness of development activities;

/ selecting effective development service providers;

/ designing activities enhancing the effectiveness of development activities.

TRAINING OUTCOMES

A graduate of the Learning & Development Management.
Running development processes in organizations:

/ is able to run needs diagnosis and apply its results;

/ is able to define the objectives of development activities and monitor their implementation;

/ knows a set of methods and tools supporting the process of designing, conducting and evaluating development projects;

/ knows different methods of competence development and is able to combine and make use of them in comprehensive development programs;

/ knows how to maximize effects of development activities;

/ understands the need to involve development programs' stakeholders.

MODULE 1

ADRESSING DEVELOPMENT NEEDS

GOALS

/ Understanding the role and responsibilities of the L&D specialist;

/ Development of skills in building a position within the organization and cooperation with other stakeholders in development activities;

/ Development of skills in the field of independent design and use of tools for diagnosing needs (in particular individual and group interviews);

/ Expanding knowledge in the area of other tools for needs diagnosis.

INDIVIDUAL CONSULTATION

/ Feedback on the organization's development needs diagnosis plan.

(30-minute online consultation for each training participant)

PROGRAM

/ The role and responsibility of a Learning & Development specialist;

/ Whom to ask about development needs? Sources of diagnosis;

/ Development project stakeholders - areas of responsibility and engagement opportunities;

/ What to ask about? Objectives and content structure of needs diagnosis;

/ Competency and non-competency development needs of the organization;

/ Competency structure and identification of the competency gap;

/ Individual diagnostic interview – structure, question design, simulations;

/ Diagnostic group interview - simulation, discussion of the structure and context of use;

/ Qualitative and quantitative methods of diagnosis - examples, comparison, application context;

/ The role of an L&D specialist in initiating development projects;

/ Identification of the business client – setting goals and scope – selection of research methods – stages of the needs diagnosis process

/ Designing the plans of needs diagnosis – work on the participants' case study;

/ Implementation task: preparing a needs diagnosis plan for your own organization in a selected area

MODULE 2

COMPREHENSIVE COMPETENCE DEVELOPMENT PROGRAMS

GOALS

/ To consolidate skills in defining training goals and outcomes based on learned needs;

/ Enhance the ability to select various forms of development support to fit the goals and context of the project implementation;

/ Development of the ability to design a development program;

/ Preparation for formulating requests for proposals and selecting proposals;

/ Increasing awareness of the role of communicating information about a development project within the organization.

PRE-WORK

Forms of supporting competence development - video material (30 min)

/ The participants receive video material about selected forms of development (coaching, facilitation, mentoring, e-learning);

/ The participants' task is to learn the essence, applications and distinctive characteristics of a particular form of development;

/ During module II, participants will apply this knowledge in the so-called expert groups.

PROGRAM

/ Structure of development program design: from idea to performance evaluation;

/ Levels of development goals: from competency goals to organizational performance;

/ Development support methods: goals, implementation challenges, required stakeholder involvement;

/ Matching development support methods to development needs;

/ Designing development programs – exercises;

/ Creating a request for proposal based on the project description;

/ Communicating the project to various stakeholder groups in the company;

/ Conducting interviews with representatives of various stakeholder groups about the proposed form of the project;

/ Implementation task: designing a development program [defining objectives, scope and selection of development forms].

MODULE 3

STRENGHTENING AND MEASURING EFFECTS OF DEVELOPMENT ACTIVITIES

GOALS

/ Increaseasing the knowledge of development project effectiveness research methodologies;

/ Development of the ability to design the evaluation process adequate to the scope and importance of the development project;

/ Development of the ability to select and independently create evaluation tools;

/ Increasing the readiness to communicate results and draw conclusions together with stakeholders;

/ Increasing the knowledge of the range of activities supporting the effects of training and developing the ability to plan activities combining the functions of evaluation and enhancing results;

/ Increasing the awareness of the role of knowledge management in the organization and learning the practical tools of knowledge management.

MEETING WITH HR PRACTITIONER

Development project implementation – case study (90 min)

/ The participants take part in an online meeting with an HR practitioner who presents a case study on a development project for which he was responsible;

/ After the presentation, participants have the opportunity to ask questions and exchange experiences.

PROGRAM

/ Introduction, discussion of the follow-up task, peer consultations;

/ Training evaluation levels – levels of training results; D. Kirkpatrick's concept;

/ Evaluation of training – scope, usefulness, use of information from the evaluation;

/ Review of evaluation tools used at levels I, II and III of evaluation;

/ List of factors enhancing the use of competencies;

/ Using forms and methods of evaluation to enhance the results of a development project;

/ Evaluation of results at the level of organizational performance, including project business results;

/ Return On Investment of development projects;

/ Knowledge management in an organization: needs assessment;

/ Methods and solutions for knowledge management in the organization;

/ Summary and conclusion of the School.

WHY US?

ENGAGING TRAINING METHODS

simulations of conversations with stakeholders, group exercises, test application of tools, analysis of case studies, work on development projects implemented by the participants;

READY-TO-USE-TOOLS

for needs diagnosis, design and performance evaluation;

ACCESS TO THE ONLINE PLATFORM

allowing contact with other participants and trainers, access to materials, discussion of homework, networking;

IMPLEMENTATION TASKS

to be completed between training modules to test selected skills;

INDIVIDUAL CONSULTATIONS

with the trainer, devoted to the realization of post-training implementation tasks or issues selected by the participants;

PRE-WORK

with the trainer, devoted to the realization of post-training implementation tasks or issues selected by the participants;

MEETING WITH HR PRACTITIONER

a conversation with an HR Business Partner who presents a case study of his/her own development project, an opportunity to ask questions and exchange experiences;
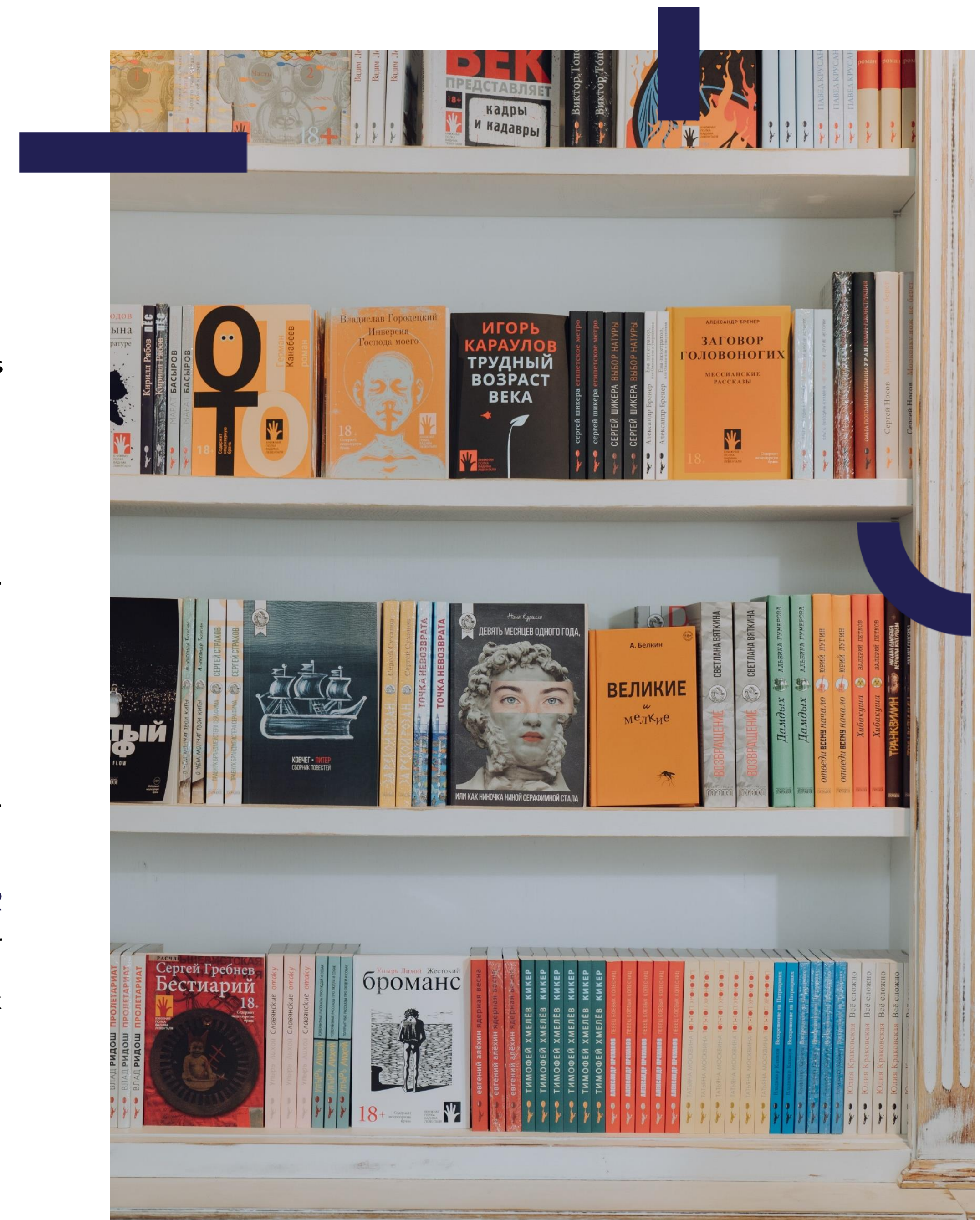
Maciej Kocurek

content manager, trainer, consultant

I conduct training and mentoring processes for managers. I train and advise HR professionals in the area of needs diagnosis and development programs design. I am a consultant for organizational change projects. You can meet me at some of our Know How Bites workshops. I also run facilitation sessions and I am the President of the Board of Wszechnica UJ.

While working with managers I focus on defining their role (building position and authority in the team, concepts of the manager's role, running individual and team meetings) and I prepare managers to implement changes in teams. I am convinced that individual work with managers in mentoring processes is most effective, where you can focus on individual challenges of a specific person.

In the area of HR, I specialize in conducting the process of needs diagnosing, as well as building HR's position in the organization towards various stakeholders of development projects.

Linked **in**

Magdalena Pęcak

trainer, consultant

I have several years of professional experience, including management and consultancy, on the training and consulting market. I took part in the implementation of complex projects co-financed by the European Social Fund.

I support managers and facilitators in choosing training programs relevant to their professional roles. She am also responsible for building relationships with organizations and preparing development programmes offer. Professionally and privately associated with NGO, a co-author and executor of several social projects.

Linked in

Aneta Marek

trainer, consultant

I am experienced in managing training and consulting projects for organisations. I completed courses in project management and coaching, i.a. The Art and Science of Coaching programme, Training Projects Manager Programme by Wszechnica UJ, Project Management at Tischner European University in Krakow.

I am responsible for cooperation with business partners and for supporting organizations in tailoring developmental programs to their needs.

Linked in

Katarzyna Gacek

trainer, consultant

I design and conduct various training programs. As a psychologist by education, I strongly advocate an individual approach to clients. I have been learning issues related to the development of employees over the past 15 years from a number of perspectives – as a trainer conducting training, a professional managing training projects on the substantive and logistical side, a coordinator of trainers' teams, an internal trainer and a project manager of development projects in the Department of Learning and Development of an international corporation. The experience of working in a corporation helps me to effectively adapt training to the needs of this environment.

I specialize in: managerial skills, personal development, customer service. My interests also include management of the Employee Experience. This is one of the themes I dealt with during my 3-year work in a large international corporation, where I actively participated in the project of implementing "new onboarding". I like to diversify my training using the visual thinking method.

Linked in

ORGANISATIONAL INFORMATION

ONLINE
EDITION 20

Module I
9–11 October 2023

Module II
6–8 November 2023

Module III
11–13 December 2023

Online, platform Zoom

Day 1–2, 9:00–14:30
Day 3, 9:00–12:30

Maximum of 12 people

Training participation
regulations [PL]

/ 48 hours of training

/ Individual consultation (30 minutes)

/ Participation in a meeting with the HR practitioner

/ Complete training materials

/ Access to the online platform

/ Certificate of training completion

FEES

ONLINE

4600 PLN + 23% VAT

(5658 PLN gross)

Payment up to 15 days before the training starts.

SINGLE PAYMENT

STANDARD FEE

4200 PLN + 23% VAT

(5166 PLN gross)

Payment up to 30 days before the training starts.

SINGLE PAYMENT

DISCOUNT 400 PLN

4605 PLN + 23% VAT

(3 x 1888,05 PLN gross)

Payment up to 15 days before the training starts.

INSTALMENTS

STANDARD FEE

**Graduates of Schools of Wszechnica UJ
are entitled to a 5% discount from the currently valid price of training**

CONTACT PERSON

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