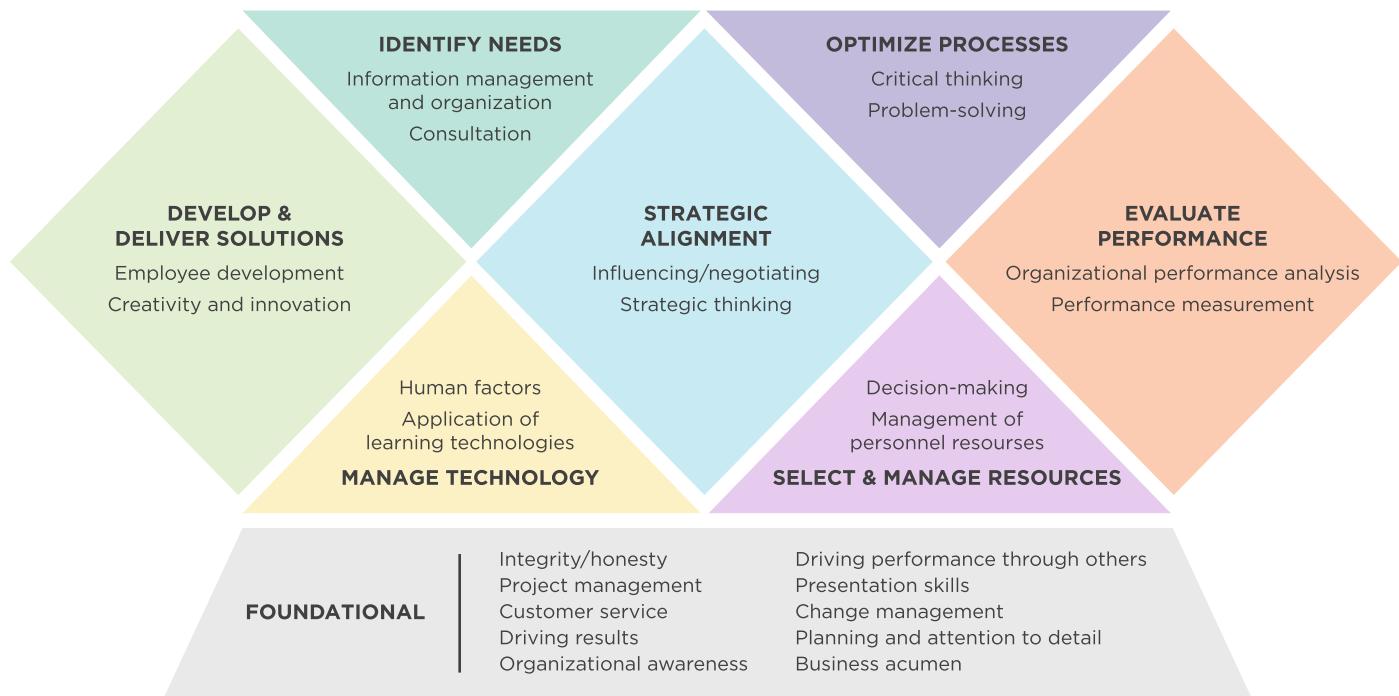


Professional **Development** Plan



The **Training Manager Competency Model™** grew out of over a decade of research launched in 2008 and updated annually since, to identify and explore the traits of high-performing training organizations. The model was developed and validated through job analytic research using a sample of training managers and learning and development (L&D) professionals who work directly with training managers. The results of the research provide a blueprint to focus on training managers' continued professional development and identifies the seven core responsibilities and key competencies essential to successful training management. Create a roadmap to guide your professional development by reviewing the model and completing the activities on the following pages. This model also forms the foundation of Training Industry's Certified Professional in Training Management (CPTM™) program.



Your Competency Assessment

Each of the core responsibilities and associated key competencies of the training manager job role are outlined on the following pages. Review the core responsibility descriptions and rate your competency in each area as either beginner, intermediate or expert. Use the accompanying notes section to explain your competence and rating for each. Then, outline the specific, measurable, achievable, relevant and time-bound (SMART) goal you will accomplish relative to the competency. Finally, review the last page to see the actions you can take to develop all seven competencies with the CPTM program.

1
**STRATEGIC
ALIGNMENT**
Rating

The first core responsibility of a training manager is **strategic alignment** of the training function with the organization's goals and objectives in order to obtain stakeholder support for imperative training initiatives.

Key Competencies **Notes**

Smart Goal

What are the specific actions you will take to accomplish your goal?

What does mastery of this goal look like? How will you measure it?

Realistically, when will you start/stop and complete each action?

2
**EVALUATE
PERFORMANCE**
Rating

The second core responsibility is to **assess training outcomes** to determine whether training is meeting business needs and improving organizational performance.

Key Competencies **Notes**

Smart Goal

What are the specific actions you will take to accomplish your goal?

What does mastery of this goal look like? How will you measure it?

Realistically, when will you start/stop and complete each action?

3**DEVELOP &
DELIVER SOLUTIONS**

Rating

The third core responsibility is to **develop and deliver learning solutions** that meet business needs using **needs assessments** and evaluative information.

Key Competencies**Notes****Smart Goal**

What are the specific actions you will take to accomplish your goal?

What does mastery of this goal look like? How will you measure it?

Realistically, when will you start/stop and complete each action?

4**OPTIMIZE
PROCESSES**

Rating

The fourth core responsibility is to **optimize processes** associated with running a training organization.

Key Competencies**Notes****Smart Goal**

What are the specific actions you will take to accomplish your goal?

What does mastery of this goal look like? How will you measure it?

Realistically, when will you start/stop and complete each action?

5
**SELECT &
MANAGE RESOURCES**
Rating

The fifth core responsibility is to **select and manage resources**, including the employees, materials and vendors involved in developing and delivering learning initiatives.

Key Competencies

Notes

Smart Goal

What are the specific actions you will take to accomplish your goal?

What does mastery of this goal look like? How will you measure it?

Realistically, when will you start/stop and complete each action?

6
**IDENTIFY
NEEDS**
Rating

The sixth core responsibility is to **identify needs**. This responsibility involves performing an analysis to understand the organization's problems.

Key Competencies

Notes

Smart Goal

What are the specific actions you will take to accomplish your goal?

What does mastery of this goal look like? How will you measure it?

Realistically, when will you start/stop and complete each action?

7
**MANAGE
TECHNOLOGY**
Rating

The final core responsibility is to **manage technology** and technical personnel required for creating, managing and delivering training.

Key Competencies

Notes

Smart Goal

What are the specific actions you will take to accomplish your goal?

What does mastery of this goal look like? How will you measure it?

Realistically, when will you start/stop and complete each action?



**BECOMING
A CPTM**

Key Competencies

The CPTM program focuses on the key competencies needed for each of the seven core responsibilities.

Smart Goal: Become a CPTM

What are the specific actions you will take to accomplish your goal?

1. Look at dates and register for a practicum.
2. Complete the CPTM prework.
3. Attend the live virtual practicum.
4. Pass my exam.

What does mastery of this goal look like? How will you measure it?

Mastery of this goal means becoming part of the CPTM alumni community and taking advantage of benefits like exclusive monthly roundtables, Training Industry discounts and opportunities to network with other CPTMs.

Realistically, when will you start/stop and complete each action?

Becoming a CPTM can take as little as two months. Register [here](#).

Take the Training Manager Competency Assessment or reach out to us for more insights into your unique professional development needs and related opportunities.

ASSESS YOUR COMPETENCIES

LEARN MORE

SCHEDULE A CONSULTATION