MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Human Resources Management

Developing Internal Training System

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2563	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Staff retention within a company is an aspect that can be difficult to master. Losing a valuable employee has damaging financial and managerial effects. When someone in your company leaves, you are left with a gaping hole where a wheel used to be. In order to fill it, you will need to enlist your recruiting team to find new candidates, manage to hire the right one, then re-train the next wheel to function as well as or better than the last one. Retention is not about luck.

High performance within a company is directly dependent upon the intellectual capital you build internally, and this is where onboard learning comes in. Information herein pertains to ongoing education inside your company, NOT new employee orientation. The most effective contemporary onboard training will most certainly contain or be mainly comprised of elearning strategies. In this post, we'll go over how it should look like.

Course Outcomes

- Help institutionalize quality system requirements through learning,
- Provide guidance on how to comply with quality system policies and requirements,
- Enhance individual performance by developing proficiencies in the use of qa and quality control (qc) tools and related technical skills, and
- Standardize quality systems policy throughout an organization.

Course Outline / Curriculum

Introduction

- Background
- Benefits of quality systems training
- Training and the epa quality system
- Policy and responsibilities
- Supersession
- Period of applicability
- Additional resources

A detailed approach to building a quality systems training program

- Overview
- Phase : up-front review
- Phase : needs assessment
- Phase : analyzing the needs assessment data
- Phase : developing a quality systems training program
- Phase : constructing the quality systems training program
- Phase : evaluating the quality systems training program

A simplified approach to building a quality systems training program

- Overview
- Alternate phase : get informed
- Alternate phase : organize the workload
- Alternate phase : perform gap analysis
- Alternate phase : identify methods to address goals
- Alternate phase : formulate the training program
- Evaluating the approach to building quality systems training programs

Quality systems training resources

- Agency-wide quality systems training resources
- In-house course development
- Use of contractors/consultants

Target Audience

Developing Internal Training System

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Developing Internal Training System
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____