



## Outsourced Training Administration

PM College provides full-service training operations management to help our clients ease the administrative burden of course scheduling, registration, and tracking. We offer planning, delivery, controlling, reporting and other administrative services needed to effectively meet the requirements of your project management training initiatives. In particular, PM College can help you with the following functions:

- » Coordinate a kick-off meeting at program initiation to identify dates and locations for initial courses
- » Develop and maintain an overall training calendar, establishing training dates/locations/instructors for all courses on an ongoing basis
- » Produce and ship course materials directly to training locations
- » Manage the course registration process
- » Administer standard student evaluations after every course and share course evaluation results with your organization's designated point-of-contact
- » Share insights on common themes, trends, and concerns that arise during session deliveries
- » Prepare and send course completion certificates to your organization's designated point-of-contact for internal distribution to the participants
- » Participate in annual planning sessions to review identified requirements for current courses
- » Ensure quality of delivery and effective training sessions

### More Information

To learn more about how PM College can support the training operations for your organization, contact PM College today at 1-888-619-2819 (toll free).