

COURSE BROCHURE

Mini MBA for Learning & Development Professionals

Professional Training Course

Skillslab Training Provider

Skills for Tomorrow's World 



Course Description

Introduction

Mini MBA for Learning & Development Professionals is an intensive executive education program designed to equip learning, training, and talent development professionals with the commercial, strategic, financial, and leadership capabilities required to operate as influential business partners.

As organizations face rapid technological change, evolving workforce expectations, capability shortages, and increasing pressure to demonstrate measurable value, learning and development functions can no longer focus solely on delivering training activities. They must understand organizational strategy, identify critical capability priorities, manage resources effectively, influence senior stakeholders, and demonstrate how workforce development contributes to institutional performance.

This program brings together essential business management disciplines and applies them directly to the learning and development environment. Participants will explore strategy, finance, leadership, operations, marketing, innovation, project management, data analysis, and performance measurement through the perspective of organizational learning and workforce capability development.

The executive-level value proposition of the course lies in its ability to transform learning and development professionals from program administrators into commercially aware strategic leaders. Participants will gain practical tools to align learning investments with organizational priorities, strengthen executive engagement, improve training effectiveness, optimize budgets, and communicate the measurable contribution of learning to business and institutional outcomes.

Through case studies, business simulations, analytical exercises, strategic discussions, and practical workshops, participants will develop an integrated management perspective that enables them to lead learning functions with greater credibility, agility, and impact.

Course Objectives

The course aims to enable participants to:

- Understand the core principles of business administration and their relevance to learning and development.
- Align learning strategies with organizational priorities and workforce capability requirements.
- Strengthen commercial awareness and strategic decision-making.
- Understand financial statements, budgeting, cost management, and investment evaluation.
- Develop compelling business cases for learning and talent development initiatives.
- Improve stakeholder engagement and executive communication.
- Apply strategic workforce and capability planning techniques.
- Design learning portfolios that address measurable organizational needs.
- Improve the governance and operational management of learning functions.
- Use data and learning analytics to support evidence-based decisions.
- Evaluate learning effectiveness and organizational impact.
- Strengthen leadership, influence, negotiation, and change management capabilities.
- Apply project management principles to major learning initiatives.
- Support digital learning transformation and innovation.
- Develop a practical strategic plan for improving the learning and development function.

Course Content

Day 1: Business Strategy and the Strategic Role of Learning

- Understanding the modern business and institutional environment.
- The relationship between organizational strategy and workforce capability.
- The evolving role of learning and development professionals.
- Moving from training delivery to strategic business partnership.
- Understanding organizational vision, mission, values, and priorities.
- Translating strategic objectives into workforce capability requirements.
- Identifying the knowledge, skills, behaviors, and leadership capabilities required for success.
- Understanding business models and value creation.

- Examining how public institutions and corporations create stakeholder value.
- Internal and external factors affecting organizational performance.
- Environmental analysis and its implications for workforce development.
- Understanding competitive advantage, institutional excellence, and service improvement.
- Strategic workforce planning and capability forecasting.
- Identifying critical roles and future skill requirements.
- Analyzing current and future capability gaps.
- Prioritizing learning needs according to strategic importance.
- Aligning the learning portfolio with business objectives.
- Building an integrated learning and development strategy.
- Defining strategic priorities, initiatives, resources, and performance measures.
- Practical workshop: translating an organizational strategy into a learning and capability plan.

Day 2: Finance, Budgeting and Business Cases for Learning

- Financial awareness for learning and development professionals.
- Understanding the purpose of financial management.
- Introduction to financial statements.
- Understanding income, costs, assets, liabilities, and cash flow.
- Interpreting financial information relevant to training decisions.
- Fixed, variable, direct, and indirect learning costs.
- Understanding cost centers and budget responsibilities.
- Preparing and managing learning and development budgets.
- Forecasting training expenditures and resource requirements.
- Allocating budgets across strategic learning priorities.
- Monitoring actual expenditure against budget.
- Identifying and explaining financial variances.
- Cost optimization without reducing learning quality.
- Comparing internal delivery, external providers, and digital solutions.

- Understanding the total cost of learning programs.
- Financial evaluation of learning investments.
- Cost-benefit analysis for training initiatives.
- Measuring return on learning investment.
- Evaluating financial and non-financial benefits.
- Calculating the cost of performance gaps.
- Understanding opportunity costs and resource trade-offs.
- Developing credible business cases for learning initiatives.
- Presenting the strategic, operational, and financial justification.
- Identifying assumptions, benefits, costs, risks, and implementation requirements.
- Practical workshop: developing an executive business case for a major learning investment.

Day 3: Leadership, Stakeholder Management and Organizational Influence

- Leadership principles for learning and development professionals.
- Understanding different leadership approaches and their organizational impact.
- Developing personal credibility as a strategic learning leader.
- Leading with purpose, accountability, and professional judgment.
- Understanding organizational power, influence, and decision-making.
- Identifying key stakeholders in learning and capability development.
- Mapping stakeholder interests, expectations, and influence.
- Building productive relationships with senior executives and operational leaders.
- Understanding the priorities of different business functions.
- Communicating the value of learning in business language.
- Presenting recommendations clearly and persuasively.
- Using evidence, data, and organizational insights to gain support.
- Influencing without direct authority.
- Developing effective consultation and advisory skills.
- Managing resistance to learning and development initiatives.

- Negotiating priorities, budgets, resources, and implementation responsibilities.
- Managing expectations among sponsors, managers, participants, and providers.
- Facilitating strategic conversations about performance and capability.
- Strengthening the role of line managers in employee development.
- Creating shared accountability for learning transfer.
- Managing difficult stakeholder relationships professionally.
- Leadership communication during organizational change.
- Supporting transformation through capability development.
- Practical simulation: presenting a strategic learning proposal to an executive committee.

Day 4: Learning Operations, Innovation and Project Management

- Managing learning and development as a professional business function.
- Establishing effective learning governance.
- Defining roles, responsibilities, decision rights, and approval processes.
- Developing policies, standards, and operating procedures.
- Structuring the learning function for efficiency and strategic impact.
- Managing annual learning plans and delivery schedules.
- Balancing mandatory, technical, leadership, and strategic learning priorities.
- Managing internal trainers, external providers, and consultants.
- Establishing clear provider selection and evaluation criteria.
- Procurement and contract management for training services.
- Monitoring quality, service levels, costs, and delivery performance.
- Applying project management principles to learning initiatives.
- Defining project scope, objectives, outputs, and success criteria.
- Developing implementation plans, timelines, milestones, and responsibilities.
- Managing project budgets, risks, dependencies, and changes.
- Monitoring progress and reporting to stakeholders.
- Managing multiple learning projects and competing priorities.

- Understanding innovation in workplace learning.
- Digital learning, blended learning, virtual delivery, and mobile learning.
- Using learning platforms and digital content effectively.
- Exploring artificial intelligence applications in learning and development.
- Personalization, automation, content development, and learner support.
- Evaluating digital learning readiness and infrastructure.
- Encouraging knowledge sharing and collaborative learning.
- Building a culture of continuous learning.
- Managing innovation risks, adoption challenges, and employee resistance.
- Practical workshop: planning a digital learning transformation project.

Day 5: Learning Analytics, Performance Measurement and Strategic Implementation

- The importance of evidence-based learning management.
- Moving from activity reporting to performance and impact analysis.
- Defining meaningful learning and development indicators.
- Measuring participation, completion, satisfaction, learning, application, and impact.
- Distinguishing between outputs, outcomes, and organizational value.
- Selecting indicators aligned with strategic priorities.
- Developing learning dashboards for management reporting.
- Using data to identify trends, gaps, risks, and opportunities.
- Learning analytics and workforce capability insights.
- Combining learning data with performance and workforce information.
- Evaluating whether learning has addressed the original performance requirement.
- Measuring behavioral change and workplace application.
- Assessing productivity, quality, service, efficiency, and risk outcomes.
- Understanding the contribution of learning to employee engagement and retention.
- Evaluating leadership and talent development programs.
- Identifying factors that support or prevent learning transfer.

- Improving manager involvement and post-training reinforcement.
- Communicating results to senior leaders.
- Presenting clear conclusions and practical recommendations.
- Reviewing learning portfolios and discontinuing low-value activities.
- Continuous improvement of learning strategies and processes.
- Benchmarking learning and development performance.
- Preparing for future workforce and capability requirements.
- Developing a strategic roadmap for the learning function.
- Final case study: designing an integrated learning and development business strategy.
- Preparing an individual workplace implementation plan.

Target Audience

This course is designed for professionals responsible for organizational learning, workforce capability, employee development, and talent performance, including:

- Learning and development directors and managers.
- Training managers and supervisors.
- Talent development professionals.
- Human resources managers and business partners.
- Organizational development specialists.
- Workforce development professionals.
- Corporate academy managers.
- Leadership development specialists.
- Training needs assessment professionals.
- Learning consultants and advisers.
- Digital learning and instructional design professionals.
- Talent management and succession planning specialists.
- Performance management professionals.
- Government and ministry training officials.

- Public sector capability development professionals.
- Managers responsible for employee learning budgets.
- Internal trainers preparing for broader management responsibilities.
- Professionals seeking to move into strategic learning leadership roles.
- Senior executives responsible for organizational capability and workforce transformation.

Course Requirements

Participants should preferably have:

- Professional experience in learning, training, human resources, talent development, or organizational development.
- A general understanding of employee development and organizational processes.
- An interest in business strategy, management, finance, and leadership.
- Basic numerical, analytical, and communication skills.
- Experience managing learning programs, projects, budgets, or stakeholders is beneficial.
- No formal business administration qualification is required.
- Participants are encouraged to bring examples of current organizational learning challenges for discussion and application.

Training Methodology

The course uses an interactive executive learning methodology that combines management theory with practical application in learning and development environments.

The methodology includes:

- Expert-led presentations and facilitated discussions.
- Business and learning strategy case studies.
- Financial exercises and budget analysis.
- Business case development workshops.
- Stakeholder mapping and influence activities.
- Executive presentation simulations.

- Leadership and negotiation scenarios.
- Learning project management exercises.
- Digital transformation case studies.
- Learning analytics and dashboard activities.
- Group problem-solving assignments.
- Peer learning and professional experience exchange.
- Practical templates, planning frameworks, and management tools.
- An integrated final business simulation.
- Individual strategic action planning.

The learning process enables participants to progress from understanding essential management disciplines to analyzing organizational challenges, making informed decisions, and implementing strategic improvements within their learning and development functions.

Learning Outcomes

By the end of the course, participants will be able to:

- Explain how learning and development contributes to organizational strategy.
- Interpret organizational priorities and translate them into capability requirements.
- Develop a strategically aligned learning and development plan.
- Apply business management principles to the leadership of learning functions.
- Understand essential financial information and terminology.
- Prepare and manage learning budgets effectively.
- Evaluate the financial implications of learning decisions.
- Develop persuasive business cases for learning investments.
- Prioritize learning initiatives according to strategic value.
- Strengthen relationships with executives, managers, and operational stakeholders.
- Communicate learning recommendations using clear business language.
- Influence decisions and negotiate resources professionally.
- Apply project management principles to complex learning initiatives.

- Improve the governance and operational efficiency of learning functions.
- Evaluate external providers and manage training contracts.
- Support digital learning transformation and innovation.
- Select meaningful learning performance indicators.
- Develop dashboards and management reports.
- Evaluate learning application and organizational impact.
- Use learning analytics to support evidence-based decisions.
- Improve the transfer of learning into workplace performance.
- Lead continuous improvement within the learning and development function.
- Prepare a strategic roadmap for future learning and capability development.
- Apply an integrated management perspective to real organizational challenges.

Instructor Profile

The course is delivered by an internationally certified expert with extensive practical and consulting experience.

The instructor possesses advanced expertise in learning and development strategy, business management, financial planning, organizational capability development, leadership, talent management, performance improvement, learning analytics, and digital transformation.

The instructor's professional background includes advising government entities, ministries, public institutions, corporate academies, large organizations, and executive leadership teams on the design, management, and evaluation of strategic learning and workforce development initiatives.

The delivery approach combines international management practices with practical experience in organizational learning environments. This ensures that participants receive relevant insights, proven frameworks, and applicable tools that can be adapted to their institutional needs.

The instructor uses an engaging, commercially focused, and results-oriented approach that encourages strategic discussion, critical analysis, collaboration, and direct application to workplace learning and development challenges.

Contact Us

For registration inquiries, upcoming dates, or group pricing, please contact us:

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