

# Welcome to ASTD's Managing the Learning Function

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## Course Objectives

- Understand the business and help your organization achieve its goals
- List at least three key areas of research for understanding the organization and the related resources
- Identify the impacts of organizational, functional, process, and job scans to the learning function
- Explain the learning manager's role in project planning
- Identify the learning project life cycle, and discuss the learning manager's role in each phase
- Describe the learning manager's role in executing a needs assessment
- Illustrate how a learning manager can build effective relationships with the client
- Explain how a learning manager can ensure quality throughout the course development process.
- Describe three business models for the learning function, and identify which model is appropriate for your organization
- Explain three funding models of the learning function, and determine which model is best for your organization
- Describe the key components of the learning business plan
- Link the learning business plan to the organization's strategic plan
- Describe why a governance model is important to the function of learning.
- List at least four criteria to evaluate the current solutions of the learning function
- Discuss the role of the governance model in evaluating the learning function offerings
- Describe the difference between measures of effectiveness and efficiency
- List the features of a measurement scorecard or dashboard
- Discuss what processes are outsourced by the learning function, and explain how to determine what to outsource
- Describe how the learning function can partner with human resources on key initiatives.
- Partner with HR to face joint challenges
- Discuss legal considerations that learning managers should know to protect their companies from risk
- Describe what the learning manager should keep in mind when evaluating emerging technologies

**Course  
Objectives  
continued**

- Explain the impact technology has on the responsibilities of the learning manager
- Define key financial terms, and explain how to tailor a presentation for executives
- Develop and manage a training budget, and justify budget numbers to senior management
- Effectively manage the learning staff by engaging learning partners, setting expectations, developing staff and modeling appropriate behavior
- Effectively manage vendor relationships by submitting a request for proposal, reviewing and selecting a vendor, and manage ongoing vendor work
- Identify key strategies to influence key people in your organization to support learning initiatives
- Create an effective marketing plan to promote learning initiatives in your organization.

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