

## **DEVELOPING EFFECTIVE TRAINING NEEDS ANALYSIS**

### ***Introduction:***

Training can transform your organization in terms of organizational, departmental and individual effectiveness. It can give your people the skills and know-how they need to thrive. It can provide you with the edge your organisation needs to stay productive. In fact, a great training programme will both entice top-talent to join your organization and retain them for as long as they want to.

It is important to conduct training needs analysis [TNA] in many workplaces as it can:

- Identify skills gaps and help you plan training accordingly.
- Help you align training strategies with business objectives and values.
- Improve employees' commitment

As such, a TNA is supremely important. It is your chance to plot the route to training success. If you get it right, you will deliver the right training, in the right way, to the right people. As a result, you will start driving behaviour change, performance improvement and genuine business impact.

### ***Course Objectives:***

This course aims to help participants understand the different stages of a Training Needs Analysis (TNA) as well as a Skills Gap Analysis. Participants will then be able to guide organisations to focus on the right areas to train and prioritise training efforts; hone in on what skills are needed for different job roles, evaluate the skills of current employees and highlight the skills gaps that need to be supported with learning and development.

### ***Course Contents:***

1. Introduction
  - What is a training needs analysis
  - Component of training needs analysis
  - Type of needs analysis
  - Identify current situation
  - Prepare training needs analysis project plan
2. Building Effective Training Program
  - Perform a need analysis
  - Define the learning objective
  - Design suitable training intervention

- Performing needs analysis
  - Identifying suitable training invention
3. Formative and Summative Evaluation
- Formative and summative evaluation
  - Evaluation of training outcomes using Kirkpatrick's evaluation model
  - Measure the change
  - Identifying assessment tools for training evaluation
4. Communicating Needs Analysis Results
- Document the needs analysis process and outcomes
  - Prepare projected costs, benefits and roi
  - Develop training plan
  - Prepare training roi

***Who Should Attend:***

HR Managers, HRD Managers, Line Managers, Supervisors or anyone who is required to conduct the training needs of their organization or draft a Training Plan for implementation.

***Training Methodology***

Interactive session using adult learning principles, case studies, group discussions, presentations and scenarios.

***Award of Certificate:***

Participants will be issued with a Certificate of Successful Completion upon meeting 75% of the required course attendance.

***Duration:***

2 days (14 hours)

***Course Fee:***

\$420 nett per trainee (GST is not applicable).

(Course fee is inclusive of all training materials and light refreshments.)