TECHNICAL EDUCATION ACADEMY

School of Business and Management

COURSE PROGRAMME

000163

HRMT013 - Training Needs Analysis and Training Efficiency Evaluation

Effective training or development depends on knowing what is required - for the individual, the department and the organisation as a whole.



Learn from the Best in the Business!

Course overview

Intermediate level

Why take this course

Effective training or development depends on knowing what is required - for the individual, the department and the organisation as a whole. With limited budgets and the need for cost-effective solutions, all organisations need to ensure that the resources invested in training are targeted at areas where training and development is needed and a positive return on the investment is guaranteed.

Effective Training Needs Analysis (TNA) is particularly vital in today's changing workplace as new technologies and flexible working practices are becoming widespread, leading to corresponding changes in the skills and abilities needed.

Who it is for and how it helps

The Training Needs Analysis and Training Efficiency Evaluation programme will be useful for Trainers, Managers, Executives, Human Resource and Development Specialists, and others who make decisions about training and involved in analysing, designing, and implementing organisational training plans.

What you will learn

- Identify business issues currently influencing the training needs of their company
- Identify the organisation’s training needs through needs assessment utilising a variety of data collection methodologies including surveys, focus groups and interviews
- Conduct an effective TNA to successfully identify suitable organisational, functional/technical, personal behavioural competencies and skills required to meet their company business needs and objectives
- Prepare strategic training plans in order to improve competence and achieve more accurate results
- Develop a master plan of recommendations for future training strategies based on the TNA findings
- Analyze the strength and weakness of the current training procedures
- Apply the various training efficiency evaluation techniques at key stages of your training implementation plan
- Establish a process and evaluation procedure to manage the training effectiveness evaluation

Curriculum

Modules 01–05

01 Drivers for learning needs

- Where do learning needs come from?
- What are the drivers?
- What's the relationship of different learning needs to the achievement of organisational goals?
- How might we prioritise needs?

02 Relationship of learning needs to organisational needs

- Alignment with organisational goals and operational requirements
- Constructive dialogue with stakeholders at different levels and different parts of your organisation
- Integration with organisational processes

03 Levels of the TNA

- Organisational analysis
- Job/Task analysis
- Individual/Person analysis
- Integration of different levels of the TNA into a Training plan

04 Steps of the TNA

- Performing GAP analysis
- Identifying priorities and importance
- Identifying causes of performance problems/opportunities
- Identifying possible solutions and growth opportunities

05 TNA Tools

- Observations
- Surveys & Tests
- Work and Job analysis
- Group discussions
- Observing records and reports
- Key consultation / Focus Group, interviews with Subject Matter Experts

Curriculum

Modules 05–07 · Module 05 — continued

- Which tool to choose and when

06 Annual Training Plan and Budget

- Confidentiality and Sensitivity
- Using of TNA Deliverables
- Annual Training Plan
- Selection of Training and development methods
- Methods for Training Design and Delivery
- Determine Group Size
- Training and development budget – general provisions (centralized vs decentralized)
- Expenses Allocated to Training and development Budget

07 Evaluating Training Programmes

- Why evaluate training interventions?
- Forms and steps of Training efficiency evaluation
- Criterias for measuring training efficiency
- Kirkpatrick’s concept and ROI in training and development

Participation and contacts

Joining the programme

Contact the Academy and quote course code 000163 to confirm dates, delivery format, prices and enrolment terms.

Training for your team

Tell us your business goals, the roles and number of participants, and your preferred dates and location. This will help us discuss the right training option.

Preparing for the programme

The published programme does not specify any prerequisites. Contact us before enrolling to confirm how to prepare.

Discuss your training needs

mail@tecedu.org
www.tecedu.academy

Learn from the Best in the Business!