

TRAINING TITLE

THE ART OF IDENTIFICATION & ANALYSIS OF TRAINING NEEDS

TRAINING DURATION

5 days

TRAINING VENUE AND DATES

ML005	THE ART OF IDENTIFICATION & ANALYSIS OF TRAINING NEEDS	5	03-07 Feb. 2025	\$6,500	Rome, Italy
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In any of the 5-star hotels. The exact venue will be informed once finalized.

TRAINING FEES

\$6,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks & refreshments.

TRAINING CERTIFICATE

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING DESCRIPTION

This comprehensive training program is designed to equip participants with the essential skills and knowledge to master the intricate process of Identification and Analysis of Training Needs (TNA). In today's dynamic workplace, understanding and addressing the training needs of individuals and organizations is crucial for sustained success and growth. This course delves into the artistry behind TNA, combining theoretical foundations with hands-on applications to ensure participants are adept at recognizing, prioritizing, and addressing training gaps effectively.

TRAINING OBJECTIVES

Training objectives for a course on "The Art of Identification and Analysis of Training Needs" should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART)

- Understand the Importance of Training Needs Analysis (TNA)
- Master the Key Concepts and Terminology of TNA
- Apply Methods of TNA
- Prepare for TNA Implementation
- Conduct TNA Effectively
- Analyze TNA Data and Interpret Results

DMCT/OL/9/18(Rev3Dt:23/9/18)

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www.definedtraining.com

WHO SHOULD ATTEND?

- HR professionals
- Training coordinators
- Managers, supervisors and group leaders

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivate everybody to find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on a daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussion

DAILY OUTLINE

DAY 1: Introduction to Training Needs Analysis (TNA)

Understanding Training Needs Analysis & Methods of TNA

- Welcome and Course Overview
- Importance of Training Needs Analysis (TNA)
- Key Terms and Concepts in TNA
- The Role of TNA in Organizational Development
- Individual and Group Activities
- Case Studies: Successful TNA Implementations
- Interactive Discussion on TNA Challenges
- Introduction to Day 2 Assignments

Day 2: Preparing for TNA www.definettraining.com

Setting the Stage for TNA & Data Collection Methods

- Assessing Organizational Goals and Objectives
- Linking TNA to Strategic Planning
- Identifying Stakeholders and Their Involvement
- Building a TNA Team
- Surveys and Questionnaires
- Interviews and Focus Groups
- Observations and Job Analysis
- Practical Exercise: Designing TNA Tools

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DAY 3: Conducting TNA

Implementing TNA & Data Analysis and Interpretation

- Administering Surveys and Questionnaires
- Conducting Effective Interviews and Focus Groups
- Analyzing Job Roles and Responsibilities
- Practical Exercise: Role Play on TNA Scenarios
- Quantitative and Qualitative Analysis
- Identifying Training Priorities
- Making Inferences from TNA Data
- Group Activity: Interpreting TNA Results

DAY 4: Designing Training Programs

Developing Training Objectives & Designing Training Content

- Translating TNA Findings into Training Objectives
- Aligning Training with Organizational Goals
- Writing SMART Training Objectives
- Group Exercise: Crafting Training Objectives
- Selecting Training Methods and Techniques
- Creating Engaging Training Materials
- Incorporating Adult Learning Principles
- Case Study: Designing a Custom Training Program

Day 5: Implementing and Evaluating Training

Implementation Strategies & Evaluating Training Effectiveness

- Planning and Scheduling Training Programs
- Delivering Effective Training Sessions
- Overcoming Challenges in Training Delivery
- Interactive Session: Effective Facilitation Techniques
- Types of Training Evaluation
- Kirkpatrick's Model
- Designing Evaluation Metrics
- Final Project: Creating a Training Evaluation Plan

NOTE:

Pre & Post Tests will be conducted.

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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