

€ TRAINING

Conference on Mastering Training Needs
Analysis and Training Evaluation

27 - 31 October 2024
Online





Conference on Mastering Training Needs Analysis and Training Evaluation

REF: C488 DATE: 27 - 31 October 2024 Venue: Online - Fee: 2250 Euro

Introduction:

This conference provides participants with the skills and knowledge to conduct effective training needs analysis TNA and evaluate training programs for organizational success. It covers both the theoretical frameworks and practical tools needed to identify training gaps, design tailored training programs, and assess their impact.

Conference Objectives:

By the end of this conference, participants will be able to:

- Conduct comprehensive training needs analysis to identify skill gaps.
- Align training programs with organizational objectives.
- Develop effective strategies for evaluating training outcomes.
- Use metrics and data to measure training effectiveness and ROI.
- Create actionable recommendations to improve future training initiatives.

Target Audience:

- HR Managers.
- Training and Development Professionals.
- Organizational Development Specialists.
- Business Leaders.
- Learning and Development Consultants.

Program Outline:

Unit 1:

Understanding Training Needs Analysis TNA:

- Defining Training Needs Analysis and its importance.
- The role of TNA in aligning employee skills with business goals.
- Steps in conducting an effective TNA data collection, analysis, reporting.

- Techniques for identifying performance gaps.
- Using TNA results to prioritize training initiatives.

Unit 2:

Tools and Techniques for Conducting TNA:

- Overview of TNA tools: surveys, interviews, focus groups, and performance appraisals.
- Best practices for selecting the right TNA method for different organizations.
- Using competency frameworks to assess training needs.
- How to ensure stakeholder engagement in the TNA process.

Unit 3:

Designing Training Programs Based on TNA Results:

- Translating TNA findings into actionable training programs.
- Techniques of customizing training content to address specific skill gaps.
- Integrating organizational values and culture into training design.
- Developing measurable learning objectives for training programs.
- Creating effective training schedules and delivery methods.

Unit 4:

Evaluating Training Effectiveness:

- Importance of evaluating training outcomes to ensure impact.
- Types of training evaluation Kirkpatrick's Four Levels of Evaluation.
- Methods of collecting and analyzing feedback from participants and managers.
- Tools for measuring training ROI and cost-benefit analysis.

Unit 5:

Reporting and Communicating Training Results:

- Creating comprehensive evaluation reports for stakeholders.



- Presenting data-driven insights on training effectiveness.
- How to use training evaluation results to refine future training strategies.
- Techniques for communicating the value of training to senior management.
- Continuous review and updating of TNA and evaluation processes.