

€ TRAINING

Training Analyst



21 - 25 October 2024
London (UK)
Landmark Office Space



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REF: H1261 DATE: 21 - 25 October 2024 Venue: London (UK) - Landmark Office Space Fee: 5300 Euro

Introduction:

This training program is designed for professionals aiming to enhance their skills in analyzing and optimizing training processes. It empowers participants to effectively evaluate training needs, develop impactful training programs, and measure training effectiveness.

Program Objectives:

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

- Conduct comprehensive training needs assessments.
- Design and develop training programs tailored to organizational needs.
- Implement effective training delivery methods.
- Measure and evaluate the impact of training programs.
- Utilize data and feedback to continuously improve training initiatives.

Targeted Audience:

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

Program Outline:

Unit 1:

Training Needs Assessment:

- Methods for identifying training needs.
- Analyzing organizational and individual training requirements.
- Tools for conducting needs assessments.

- Techniques for gathering and interpreting data.
- Developing a needs assessment report.

Unit 2:

Training Program Design and Development:

- Principles of instructional design.
- Creating learning objectives and outcomes.
- Designing effective training materials and content.
- Incorporating various training methodologies and technologies.
- Aligning training programs with organizational goals.

Unit 3:

Training Delivery and Facilitation:

- Best practices for delivering training sessions.
- Engaging and motivating participants.
- Utilizing multimedia and interactive tools.
- Managing group dynamics and addressing challenges.
- Techniques for effective facilitation and presentation.

Unit 4:

Evaluation of Training Programs:

- Methods for assessing training effectiveness.
- Methods of Designing and administering evaluation tools and surveys.
- Analyzing feedback and performance data.
- Measuring return on investment ROI for training.
- Reporting and presenting evaluation results.

Unit 5:



Continuous Improvement in Training:

- Using data and feedback for program enhancement.
- Implementing changes based on evaluation findings.
- Keeping up with trends and innovations in training.
- Strategies for ongoing professional development.
- Developing a culture of continuous learning.