€ TRAINING

Mastering Training Needs Analysis and Training Evaluation

30 December 2024 -
3 January 2025
Madrid (Spain)

Mastering Training Needs Analysis and Training Evaluation

REF: H200 DATE: 30 December 2024 - 3 January 2025 Venue: Madrid (Spain) - Fee: 5300 Euro

Introduction:

This training program delves into mastering techniques for conducting thorough training needs analysis and evaluating the effectiveness of training programs. It empowers participants to identify gaps, assess training needs, and measure the impact of training initiatives on organizational performance.

Program Objectives:

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

- Conduct a comprehensive training needs analysis.

- Identify key performance gaps and training requirements.

- Develop targeted training solutions based on needs analysis.

- Evaluate the effectiveness of training programs using various methods.

- Apply insights from training evaluation to improve future training initiatives.

Targeted Audience:

- HR Managers.

- Training and Development Professionals.

- Organizational Development Specialists.

- Learning and Development Consultants.

- Business Leaders.

Program Outline:

Unit 1:

Introduction to Training Needs Analysis:

- Understanding the purpose and benefits of training needs analysis.

- Identifying stakeholders and gathering input.

- Methods for assessing organizational needs.

- Analyzing performance gaps and skill deficiencies.

- Developing a needs analysis report.

Unit 2:

Techniques for Conducting Training Needs Analysis:

- Qualitative vs. quantitative methods for needs assessment.

- Surveys, interviews, and focus groups.

- Job analysis and performance reviews.

- Data collection and analysis techniques.

- Creating a training needs assessment plan.

Unit 3:

Designing Targeted Training Solutions:

- Aligning training solutions with identified needs.

- Developing learning objectives and outcomes.

- Selecting appropriate training methods and materials.

- Designing training programs for different learning styles.

- Incorporating feedback from needs analysis into training design.

Unit 4:

Training Evaluation Methods:

- Overview of training evaluation models Kirkpatrick's Four Levels.

- Designing evaluation tools and metrics.

- Collecting and analyzing evaluation data.

- Interpreting results and measuring ROI.

- Using evaluation findings to refine and improve training programs.

Unit 5:

Applying Insights to Enhance Training Initiatives:

- Developing action plans based on evaluation results.

- Continuous improvement strategies for training programs.

- Best practices for integrating feedback into training design.

- Case studies on successful application of evaluation insights.

- Building a culture of evidence-based training practices.