

Conducting a Robust Training Needs Analysis

Duration: 1 day

Course Overview

Welcome to the "Conducting a Robust Training Needs Analysis" training program! Identifying and addressing the training needs of employees is essential for optimising their performance and driving organisational success. This one-day workshop is designed to equip you with the knowledge and skills to conduct a comprehensive training needs analysis (TNA) that aligns training initiatives with business objectives.

During this training, you will learn the step-by-step process of conducting a TNA, including data collection, analysis, and prioritisation. You will explore various assessment methods and tools to identify skill gaps and training requirements. Through interactive exercises and case studies, you will practice applying TNA techniques in real-world scenarios.

By the end of this program, you will be able to conduct a robust TNA that informs targeted training plans, enhances employee capabilities, and contributes to the overall growth and success of your organisation.

Join us for a transformative learning experience that will empower you to perform effective training needs analyses and drive strategic training initiatives within your organisation.

Who should attend?

This program is suitable for HR professionals, training managers, supervisors, and anyone responsible for conducting training needs analyses within their organisations. Whether you are new to TNA or seeking to enhance your TNA capabilities, this training will provide you with essential tools and strategies to conduct robust and strategic training needs analyses. If you are committed to aligning training initiatives with organisational objectives and fostering employee growth, this program is ideal for you.

How certification is earned

Upon successful completion of this course, you will be awarded a certificate of attendance from Expleo Academy.

Related courses

Attendees may also be subsequently interested in

- Managing Productive Meetings

Prerequisites & pre-reading guidelines

There are no specific prerequisites for this course.

Course Objectives

On completion of this training, attendees will be able to:

- Understand the Importance of Training Needs Analysis:
 - Recognise the significance of conducting a TNA for employee development and organisational growth.
 - Understand how a TNA aligns with business objectives and enhances performance.
- Identify Key Components of a Training Needs Analysis:
 - Learn the step-by-step process of conducting a comprehensive TNA.
 - Identify the essential data to collect and analyse during the TNA.
- Choose Appropriate Assessment Methods and Tools:
 - Explore various assessment methods, including surveys, interviews, and observation.
 - Select appropriate tools to identify skill gaps and training requirements.
- Analyse Training Needs and Prioritise Course Objectives:
 - Analyse TNA data to identify critical training needs and skill deficiencies.
 - Prioritise learning objectives based on organisational priorities.
- Develop Targeted Training Plans:
 - Create effective training plans that address identified skill gaps and learning objectives.
 - Align training initiatives with individual and organisational needs.
- Implement and Evaluate Training Initiatives:
 - Implement training programs based on TNA outcomes.
 - Use evaluation techniques to measure the effectiveness of training initiatives.

Context

In this workshop you will learn the step-by-step process of conducting a Training Needs Analysis, including data collection, analysis, and prioritisation.

Course Outline

Introduction to Training Needs Analysis (TNA)

- Understanding the significance of TNA for employee development and organisational growth
- Aligning TNA with business objectives and performance enhancement

Components of a Comprehensive Training Needs Analysis

- Step-by-step process of conducting a TNA
- Essential data collection and analysis during the TNA

Assessment Methods and Tools for TNA

- Exploring various assessment methods, including surveys, interviews, and observation
- Selecting appropriate tools to identify skill gaps and training requirements

Analysing Training Needs and Prioritising Learning Objectives

- Using TNA data to identify critical training needs and skill deficiencies
- Prioritising learning objectives based on organisational priorities

Developing Targeted Training Plans

- Creating effective training plans that address identified skill gaps and learning objectives
- Aligning training initiatives with individual and organisational needs

Implementing and Evaluating Training Initiatives

- Implementing training programs based on TNA outcomes
- Using evaluation techniques to measure the effectiveness of training initiatives

Training Methodology

This training program adopts an interactive and hands-on approach. Participants will engage in group discussions, case studies, role-plays, and practical exercises to explore and apply TNA principles.

Trainers with expertise in training and development will facilitate the discussions and provide practical insights. The training will create a dynamic and supportive learning environment, enabling participants to share experiences and learn from real-life TNA scenarios.

Contact

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