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Training needs analysis allows you to directly link the skills needed within the organisation with your current skill level.

This one day Training Needs Analysis training course will equip you with the skills required to carry out a training needs analysis. You will be able to make recommendations and implement findings to ensure a good return on your training investment.

Course Objectives

After this training needs analysis training course, delegates will be able to:

- Prepare a plan for the identification of current and future training needs.
- Select and use information-gathering techniques effectively.
- Analyse the information to prioritise training needs.
- Produce a training plan showing solutions, priorities and benefit projections.

Training Needs Identification:

- identifying training needs in a business-driven context
- linking to corporate vision, strategy and organisational objectives
- recognising training needs revealed by business performance shortfall.

A Systematic Model:

- understanding the stages of the systematic training needs analysis model;
- logical sequencing
- identifying residual, present and future training needs

Collection and Analysis of Information:

- collecting information about knowledge and skills requirements for specific job competencies
- sources of information
- using and adapting survey instruments, questionnaires, interviews, observation.

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- producing the initial action plan
- determining priorities
- identifying ‘achievement windows'
- defining costs, success criteria and benefits.

Reports:

- structuring written reports and presentations on training needs and priorities
- writing behavioural objectives
- using persuasive techniques and follow-up activities to support recommendations.

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