



Training Needs Assessment

Overall Description:

This course is designed to help directors and managers who want a more strategic approach to improving the overall performance at the individual operational and organizational levels.

Course Objectives:

- Understand the relationship between training and the organization.
- Appreciate the main training and development perspectives.
- Understand what are and what are not training needs.
- Detail the benefits and difficulties with a training needs analysis.
- Perform a training needs analysis.

Course Outline (Content):

- Why Conduct TNA?
- How do people learn?
- Adult Learning Principles
- L&D Trends: Learning
- Top Tools for Personal & Professional Learning
- Training Process Management
- Training Needs Analysis (TNA) and 5W's
- The difference between Training & Development
- Training Methods
- TNA formulation components
- TNA PROCESS
- USING SWOT FOR TNA
- The training room
- Training Evaluation Method (Kirkpatrick)
- ATD Competency Model

OUTLINE (Cont.)

Who Should Attend?

Training specialists, team leaders, managers, business partners as well as line managers responsible for identifying training needs or evaluating training within their organizations.

Competencies Covered:

- Learning and Development
- Training Management

