

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Mastering Training Needs Analysis and Training Evaluation

Code	City	hotel	Start	End	price	Language - Hours
HT-224SA	Abha	Hotel Meeting Room	2027-08-29	2027-09-02	9950 SR	En - 25

Introduction

This new program is in specific response from you our customers. It provides you with the latest thinking, methods and tools to be able to complete the two most important areas of training –TNA and Evaluation. In today's difficult financial climate these are the two areas that will really make a difference to any training function.

This program will also help to raise the professional profile of training because of its exact process approach. Using our methodologies you will be able to do TNA in less time and with greater accuracy, know what to evaluate and use a proven process to do predictive evaluation. If you are required to do so you will be able to show which training provides measurable value to the organisation using new techniques.

Objectives

By the end of this seminar delegates will be able to:

- Identify and be able to use the 4 level model for doing training needs analysis
- Master how competencies are constructed and know which are is the best to train to get good results
- Be able to use the new priority process (2009) to be able to prioritise all training requests
- Master training evaluation using the 10 step model
- Know what training is suitable for evaluation and which is not
- Have practiced evaluating a series of training courses

- Know how unit costs work and how to use them to make evaluation easy

Training Methodology

This is a practical program which will use case studies and appropiate DVD’s and clips to enhance the learning. Throughout the week delegates will be able to work on real case studies to bring the methodologies to life. An extensive manual of in excess 25,000 words and a copy of all the slides and schemas will be available to help the delegate’s retention of the subject matter and aid their understanding throughout the week.

Organisational Impact

A few of the benefits the organisation will gain are:

- Having a standard and auditable approach to training
- Having a much higher success rate ant identifying the right training through a process approach to TNA and evaluation
- Know which software to use to enhance and speed up TNA
- Have concrete information which will show clearly the value of training to the organisation
- Have confident and competent staff

Personal Impact

Benefits individuals will gain from this program are:

- Getting the complete tool box to be able to do accurate TNA and Evaluation
- Gained sufficient expert guidance to be able to implement immediately what has been taught and put it into operation
- Through working with our instructor who is an International expert in this area, gain the confidence needed to be able to make a difference in the company
- Gain and have mastered the two most important areas of training in todays

economic situation
- Be able to demonstrate the immediate value of this course on return to the workplace

SEMINAR OUTLINE

DAY 1

New Approaches to Training Needs Analysis

- Introductions and course objectives
- Alternative options to TNA – DVD Johnsonville foods
- The four quadrant model of TNA – a new way of analysis
- Use of a training schema to establish the complete training process and set the rules
- Who is the customer? Conflicting needs
- Use of a coding system to code the different types of training
- Corporate needs into action – how much of the process is governed by TNA?
- Case study on organisational change –group work
- Identifying the major drivers world wide that affect organisational TNA
- Review

DAY 2

Quadrant Two Department Needs & Quadrant Three Team Needs

- The specific requirement departments have – relationship with yearly operating plans
- Speed of action form identification to action – on going monitoring – what's needed? Specific analysis tools
- Case study – creating self empowered teams – group work and DVD FFS

- Departments – your most challenging customer
- Quadrant three- TNA for teams – what are there special needs?
- Use of the Adair model to aid TNA – DVD The Adair model in action

DAY 3

Individual Needs, Dealing with Priorities and Training Unit Costs

- Individual needs – group exercise
- The 45 ways to train but not by attending a training course
- How to prioritise training – unique and quick system
- Understanding and mastering competencies
- New software advances to simplify and reduce TNA error
- Understanding unit costs and budgets for training – essential for TNA and evaluation
- Group exercise – construct a budget in under 20 minutes

DAY 4

Mastering the Evaluation Process

- Validation v Evaluation – what is the difference?
- Current models explained, Kirkpatrick, CIRO, IES and the 10 step process
- Understanding the process of evaluation and its position in the training cycle scheme
- How to use the 10 step process to produce training evaluation –each step explained – team exercises
- The evaluation formula
- How you decide what training needs evaluating – use of our priority model

DAY 5

Practical Examples of Evaluation – Your Chance to Master the Techniques

- Case Study One – skills – group exercise and presentation
- Case Study Two – telephone sales training
- Accountability of training department to guarantee and produce results
- Should all training be subject to evaluation?
- Work on back at work presentations

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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