

Scandinavian Academy
Training Center

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# Course: Mastering Training Needs Analysis and Training Evaluation & Maximising Training ROI

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| HT-225SA | Alula | Hotel Meeting | 2027-08-01 | 2027-08-12 | 19950 SR | En - 50 |

## 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
- Measure the effectiveness of training using the latest evaluation model
- Demonstrate trends and do efficiency analysis
- Set up and effectively measure any element of delivered training & be able to demonstrate training efficiency
- Measure skills, knowledge, behaviour, competency, style, self belief, attitudes and personality
- Demonstrate how trend changes can benefit the organisation
- Be able to measure competency by, department or company wide, using specific software packages
- Develop an understanding human resources development and personnel management practices
- Develop awareness the advantages of effective human resource management
- To develop awareness of key HR and HRD strategies for improving organisational success

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# SEMINAR OUTLINE

### 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

### 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

## 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

## 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

## 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 Added Value Role of Today's Training Analyst

- What value does training offer – group exercise

- The need for training to produce measurable results
- It’s vital to know who your customer is
- Establishing a training process that works and is auditable –the new schema
- Mastering training costs and budgets –group exercise
- Managing and being accountable for training expenditure
- Adding value through training activities – examples
- The role of the training analyst – presentations

**How People Lean and Barriers To Learning**

- Learning style and their impact on training courses
- How we can inexpensively measure learning style –demonstration
- Personality and its impact on training results –the big five explained
- What can training realistically achieve – case study and discussion
- Can you overcome learning difficulties?
- Critical times to get the best from training – more time in the class room is not always the answer – demonstration
- Retention and its critical role in what we can remember
- Motivation factors in learning – what can we do differently?

**Specifying and Constructing Training Properly**

**What are learning outcome objectives and why do we need them?**

- How to write learning outcome objectives – group exercise
- The document needed for any training course –thee critical documents
- Maximising the use of visual aid and other aids
- How to calculate room size needed and screen size
- Sound and it part in aiding learning
- The benefit of using specific training videos – examples
- Use of “clipped” video sequences – examples

## Training Analysis - The Key Areas of Measurement

- Budget spent and the monitoring of costs
- Creating value from training –examples
- Understanding fully how competency frameworks work
- Setting standards for competency and measuring competency improvement
- What is performance – is it related to competency?
- Measuring improvements after training –how to do it
- Competence + performance = productivity
- Software needed to measure competence and performance – also automating TNA

## Measuring and Reporting Training Results

- Formulas needed (added value) and unit costs
- Maximising but controlling training activities
- The new leadership role of training
- Dealing with uncertainty during training
- Case studies showing training success
- Should training functions be profit centres
- What is the role of end of course questionnaires?
- Your actions when returning to work

## Training Learning & Development

- Career management
- Personal development
- Coaching
- Mentoring
- E-learning
- How flat organisational structures and empowered teams affect training and development
- Self Development
- 360 degree feedback as a development tool

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**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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