

Scandinavian Academy
Training Center

Mobile | 00966536473335 : Mobile | 00966112695229 : Phone : 00966552365295
Email | info.en@scandinavianacademy.co Web site:https://scandinavianacademy.co/en :
Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: The Training Analyst

Code	City	hotel	Start	End	price	Language - Hours
HT-220SA	Jeddah	Hotel Meeting Room	2027-09-19	2027-09-23	9950 SR	En - 25

Introduction

The topic of training analysis is a new and interesting area in today's world class training functions. This new programme specifically covers all the main areas of analysis including training measurement and evaluation. Persons attending this programme will have a complete set of analysis tools and many worked examples, which can be easily applied in the work place. These tools are essential to any training function particularly if you are looking for ways to add value or contemplating becoming a profit centre.

Features of this seminar include:

- Learning about the new training model for training efficiency
- Using a number of techniques to measure and show training results in the business
- Practice using new techniques to transform any training activity
- Learn from practices in top companies that surpass "best Practice"
- Gain a holistic view of the entire training function

Objectives

At the end of this programme participants will be able to:

- 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

Training Methodology

Case studies, DVD's, group exercise, worked examples will all be used in a relaxed and enjoyable learning environment. The practical nature of the programme will enable engaged participants to prove the evaluation and added value of attending this programme. Delegates will each prepare a presentation on training analysis during the programme.

Organisational Impact

- The real cost of training is very high – in today's business world every organisational activity should be measured and its contribution to the business made obvious – it is unacceptable not to be able to do proper analysis work.
- Organisations using these techniques will get more for their training spend
- It provides an efficiency audit trail
- It can provide a basis for how training is funded; punished or rewarded for its results
- As this is a high ROI course the simple question is - can you afford not to do this?
- The methodologies used during this seminar will provide a good audit trail and aid in showing trainings contribution to the business

Personal Impact

- You will find out how to analyse and evaluate - everything
- You will attain a skill that very few people currently possess
- You will be able to use the latest techniques and models that are proven
- You will be able to produce hard data on training effectiveness and individual

application
- You will be able to evaluate trainer efficiency
- You will understand and know how to measure personality and its contribution to development and succession planning

Such as:

- HR personnel
- Training Managers and training personnel
- Training budget holders
- Succession planers and those responsible for people development.

SEMINAR OUTLINE

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

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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المملكة العربية السعودية - الرياض - حي الخليج - شارع الشيخ عبد العزيز بن عبد الرحمن بن بشر - 13223 - مكتب رقم 5
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