

TRAINING NEEDS ANALYSIS WORKSHOP

DURATION: 2 DAYS

TIME SCHEDULE

Time: 9:00am to 5:00pm

Lunch Break: 1:00pm to 2:00pm



INTRODUCTION

Training needs analysis (TNA) process is a series of activities conducted to identify problems or other issues in the workplace, and to determine whether training is an appropriate intervention. A needs analysis often reveals the need for well-targeted training areas. However, we must keep in mind that training is not always the best way to close a particular gap between an employee's expected performance and its actual performance. Those conducting the needs analysis must get a clear idea of the problem, look at all possible remedies and report on their findings to management before deciding on the best solution.

When properly done, a needs analysis is a wise investment for the organization. It saves time, money and effort by working on the right problems. Organizations that fail to support needs analysis make costly mistakes; they use training when another method would have been more effective; or they use training but fail to follow up on post training. A well-performed analysis provides the information that can lead to solutions that focus on the areas of greatest need. Hence, it can't be over emphasis on the importance of performing an effective TNA.

BENEFITS

Upon completion of this programme, the participants will be able to:

- Explain the differences between training and development
- Differentiate needs analysis from needs assessment
- Create a practical model for conducting training needs assessment
- Explain the importance of TNA
- List the three levels of TNA
- Use the right methodology to collect information
- Analyze information collected to identify specific needs

KEY CONTENT

MODULE 1: WHAT IS TRAINING IN AN ORGANIZATION

- Differences between training and development
- Discuss: when is training the appropriate intervention?

- Training cycle : ADDIE

MODULE 2: NEEDS ANALYSIS AND NEEDS ASSESSMENT

- Definition : Needs analysis and needs assessment
- Needs identification
- Needs assessment type

MODULE 3: WHY TRAINING NEEDS ANALYSIS (TNA)

- Rationale for Conducting TNA
- Approaches to TNA – factors to consider
- Levels of TNA
- Macro vs micro view
- Gaps identification techniques

MODULE 4: LEVELS OF TRAINING NEEDS ANALYSIS

- Organizational Analysis
- Task / Job Analysis
- Person / Individual Analysis

MODULE 5: PROCESSES IN CARRYING OUT TNA

- Data collection techniques
- Tools and techniques used in TNA – Pros and cons

CASE STUDIES

AUDIENCE

This 2-days practical course is specially designed for Training Executives, Training Officer, Human Resource Personnel, Human Resource Executives, and personnel who job involves in administrating and managing training needs of the employees.