Identifying Training Needs and Evaluating Training Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-09-22

End Date: 2026-09-26

Course Details

Net Fee: £4750.00

Duration: 12 Days

Category ID: HRMC

Course Code: HRMC-39

Syllabus

Course Syllabus

Introduction

Training directors and managers, as well as training and development specialists and coordinators. Needs assessment analysts, instructional designers, evaluators of training programs, individuals in a leadership and support role for the training function will also benefit from this program.

Objectives

- Use appropriate methods to identify training needs.
- Analyze and sort the data as a result of a Training Needs Assessment (TNA).
- Define the various evaluation levels and write Instructional Learning Objectives targeting each level.
- Select appropriate data collection methods/ instruments for each of the evaluation levels.

Day One

The General Framework

- Why Identify Needs?
- The Training Needs Assessment Process
- Present and Future Indicators of Training Needs

Day Two

ITN: Whose Responsibility Is It?

- The Style Inventory
- Identifying Potential Internal Training Resources and Subject Matter Experts (SMEs): Group Activity

Day Three

Methods for Identifying Training Needs

- The Four Steps of Needs Assessment
- Questions to Ask during Each Phase
- Data Collection Template

Day Four

Data Gathering: The Cornerstone for ITN

- Quantitative and Qualitative Methods
- From Interviews to Focus Groups
- Comparison of Primary Data Gathering Methods:
  - Characteristics
  - Advantagesand Disadvantages

Day Five

Analyzing and Sorting the Data

- Content Analysis of Qualitative Data
- A Practical Example of Qualitative Data Analysis

Day Six

Linking Training Needs Assessment with Program Design and Program Evaluation

- Significance of Learning Objectives

- - Levels Defined
  - Preliminary Evaluation Information
  - Chain of Impact between Levels
  - Characteristics of Evaluation Levels
  - An Overview of ROI
  - Evaluation Matrix

Day Seven

Evaluation Instruments and Collecting Post Program Data

- Methods to Collect Post-Program Data
- Selecting the Right Data Collection Method

Day Eight

Evaluation at Levels I and II

- Reaction Sheets
- Characteristics of a Reaction Sheet
- Assessments: Pre Tests and Post Tests

Day Nine

Evaluation at Level III â€“ Skill Transfer: From the Workshop to the Workplace

- What So Often Happens versus What Should Happen after Training
- Barriers to Skill Transfer
- Ways to Improve Transfer of Skills
- Responsibility for Improving Skills Transfer
- Methods to Measure Transfer of Learning to the Job

Day Ten

Converting Data to Monetary Value and Calculating the Return On Investment (Levels IV/V)

- Hard Data
- Soft Data
- Characteristics of Hard/Soft Data
- Isolating the Effects of Training
- Tabulating Program Cost
- A Practical Case Study on Calculating Return On Investment