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IDENTIFYING TRAINING NEEDS AND EVALUATING TRAINING

Start Date:	18/04/2027	**End Date:**	22/04/2027
Categories:	Human Resources	**Venues:**	Dubai
Formats:	In Person	**Instructors:**	

OVERVIEW

This program equips participants with the essential skills to conduct thorough training needs analyses and robustly evaluate the effectiveness of training initiatives. Understanding where and why training is needed, and then measuring its impact, is critical for organizational development and performance improvement.

OBJECTIVES

By the end of this course, participants will be able to: – Identify and apply systematic methodologies for conducting training needs assessments. – Differentiate between various levels of training evaluation, from reaction to results. – Develop appropriate metrics and data collection strategies for evaluating training effectiveness. – Analyze evaluation data to provide actionable recommendations for training program improvement. – Understand the Kirkpatrick Model and other frameworks for training evaluation. – Align training needs and evaluation with strategic organizational goals.

COURSE OUTLINE

1- Training Needs Analysis Frameworks 2- Designing Training Evaluation Strategies 3- Data Collection and Analysis for Evaluation 4- Reporting and Action Planning

TARGET AUDIENCE

HR professionals, Training and Development specialists, Line managers, Department heads, and anyone responsible for identifying skill gaps and assessing the ROI of training programs.

METHODOLOGY

A blend of interactive lectures, case studies, group discussions, practical exercises, and role-playing scenarios focused on real-world training needs identification and evaluation challenges.

CONCLUSION

Upon completion of this program, participants will be proficient in designing and implementing

comprehensive training needs analyses and evaluation strategies, ensuring that training investments yield measurable business outcomes and contribute to organizational success.

DAILY AGENDA

Day 1: Foundations of Needs Analysis

This day focuses on understanding the strategic importance of training needs analysis and introduces foundational models and techniques for identifying performance gaps and learning requirements within an organization.

Day 2: Methods for Needs Assessment

Participants will explore various data collection methods, including surveys, interviews, focus groups, and performance data analysis, to gather comprehensive information for training needs identification.

Day 3: Principles of training evaluation

This day introduces the principles of training evaluation, covering different models like Kirkpatrick's Four Levels and Phillips' ROI Methodology, and discusses the purpose and benefits of evaluating training.

Day 4: Designing and Implementing Evaluations

Focus shifts to practical application, where participants learn to design evaluation plans, select appropriate metrics, and develop data collection instruments for assessing training impact.

Day 5: Analysis, Reporting, and Continuous Improvement

The final day covers analyzing evaluation data, reporting findings effectively to stakeholders, and using insights to drive continuous improvement in training programs and organizational performance.

For more information, please contact us:
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