

Training Needs Analysis

Good training needs analysis is essential if the organization is to align the skills currently available with those required to meet strategic objectives. If conducted properly, it will also help diagnose when training will solve certain problems and issues and when alternative interventions might be needed. This course provides the participants with an overview understanding of organizational training needs analysis. They also learn how to apply a highly effective procedure for determining performance gap for the organization and employees and use a five-step training needs assessment process to determine if training is necessary.

Course Outline

- Training & The Organization
- Training Needs Analysis
- Business Performance Areas
- Performance Gap Analysis
- Prioritizing Your Training Needs

Who Should Attend

Middle to high level staff such as:

- Training analysts
- Managers
- Course Designers
- Senior instructors

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Understand the relationship between training and the organization
- Appreciate the three main training and development perspectives
- Understand what are and what are not training needs
- Detail the benefits and difficulties with training needs analysis
- Perform a training needs analysis

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

Course Duration

The standard duration of this course is 12 contact hours.

For more information please feel free to contact:

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