

Learning and Development

About the Workshop

Training needs analysis is effectively a skills gap analysis. The main aim is to find out the current state and formulate a desired state. The difference between the two states will lead you to identify the gap and plan a training program that addresses it.

Learning Objectives

Upon completion of workshop participants will be able to:

- Initiate a TNA
- Apply TNA
- Specify Inputs and Outputs of a TNA
- Specify the Stages of a TNA
- Specify the Training plan
- Evaluate the Training progress

Target Audience

This course will appeal to a wide range of audiences and is intended for HR Professionals.

Topics Covered

- 1. The Introduction**
 - a. What is Training Needs Analysis (TNA)
 - b. TNA Triggers
- 1. How does Training Needs Analysis Work?**
 - a. Inputs
 - b. Outputs
 - c. TNA Data Collection tools
 - d. Stages of a TNA
 - e. Putting the Training Plan
- 2. Focusing the Training**
 - a. Performing a Needs Assessment
 - b. Creating Learning Objectives
 - c. Drilling Down into Content
- 3. Creating an Evaluation Plan**
 - a. What Will We Evaluate?
 - b. When Will the Evaluation Be Completed?
 - c. How Will We Evaluate It?
 - d. Who Will Perform the Evaluation?
- 4. Assessing Learning after Training**
 - a. Evaluation Timelines
 - b. Learning Journal
 - c. Goal Setting
 - d. Additional Methods of Evaluation
- 5. Calculating the Return on Investment (ROI)**
 - e. A Basic ROI Formula
 - f. Identifying and Measuring Tangible Benefits
 - g. Identifying and Measuring Intangible Benefits
 - h. Calculating Total Costs
 - i. Making a Business Case

Methodology

- Learning Concepts/Presentations
- Group Activities and Discussions
- Tips and Tools
- Individual and Team Exercises
- Role Plays/Case Studies
- Educational Videos
- Action Plan to ensure Application of the Learning

Duration: 6 hours

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