1. Course Details:

Course Code : HRTM-004
Course Title : Training Needs Assessment & Preparing Training Paths
Course Duration : 5 Days

2. Course Overview:

- This course aims at converting subjective decisions for choosing training programs to more objective decisions based on proven training methodologies. Such a paradigm shift increases the value of the training department within an organization. In addition, the focus of this course is to build an awareness for evaluation that spans from the most common evaluation forms and assessments to evaluations for skills transfer and return on investment.Participants will be exposed to up to date concepts and techniques through instructions, discussions, and case studies to have full understanding of the effective techniques for planning, managing and control of training activities.

3. Learning Outcomes:

- Analyze and sort the data obtained from a Training Needs Assessment (TNA)
- Apply internationally recognized methods for identifying training needs
- Write Instructional Learning Objectives (ILOs) that are aligned with the results of the TNA
- Evaluate the effectiveness of training at various levels using proper data collection methods and instruments for each level of evaluation
- Calculate the Return on Investment (ROI) for training programs by determining their financial costs and returns
- List ways to improve transfer of skills from training workshops to the workplace

4. Course Contents:

- Methods for Identifying Training Needs (ITN)
- Linking training needs analysis with program design and program evaluation
- Determining Problems or Opportunities
- Performance Model and Principles
- Human Performance System
- Training Needs Analysis - The First Steps, Data Requirements and developing the Report
- Training as a major HRM and function
- Identification of training needs
- Collection and Analysis of Information
- Collecting information about knowledge and skills requirements for specific job competencies

- using and adapting survey instruments, questionnaires, interviews, observation
- Setting training objectives
- Organizing training activities
- Training techniques
- Understanding the stages of the systematic training needs analysis model
- logical sequencing&identifying residual, present and future training needs
- Planning training programs
- Establishing a training budget
- Evaluation of training effectiveness
- Determining Return on Investment
- Structuring written reports and presentations on training needs and priorities

5. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

6. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

7. Who Should Attend?

- Administrators, officers, specialists, team leaders, managers
- Business partners as well as line mangers responsible for identifying training needs
- Human resources specialists
- HR as administrators and officers
- Training managers