

Training Needs Analysis

Duration: 1 Day

Maximum to 12 delegates

About the course

This course is designed to help you to accurately assess the training needs of your business, and also to analyse the training and development needs of individual members of staff. Combining these two needs, and avoiding the areas of training unnecessary, should save time and money in the long run. Delegates will learn how to involve members of staff in assessing their own needs and issues, and therefore committing themselves to the solutions and programmes recommended at the end of the process.

Who should attend?

This course is for those who are new to training needs analysis and need some assistance to become more accomplished in this new role. It can also be useful as a refresher for those already performing this role.

Course content

- researching training needs with members of staff by interview and other forms of feedback and investigation
- analysing the needs of the business and building those needs into the programme of training planned
- developing training objectives for individuals which meet both the continuing development needs of the person and also fit with the corporate business requirements
- developing and reviewing training programmes within teams which ensure both business issues are addressed and also that staff careers are developed
- developing action plans for continuing professional development and planning for future business needs
- giving constructive feedback to members of staff and working with people to achieve the best outcome for them