

A LDI Training Course

Training Needs Assessment

By

LDI Instructor

Do you want to learn the training needs assessment approach which will give you positive and measurable training results?

TNA is the first step, also the most important step in your entire training management activity. Successful training can only be obtained when your TNA is done correctly.

In this workshop you will learn the detailed steps on how to design and conduct your next TNA using the results-based approach which will:

1. Determine clearly the skills your people require to do their jobs well
2. Determine the objectives of the training
3. Obtain the positive results you want at the end of the training
4. Measure the results of your training and obtain the ROI you like to see
5. Decide on the right training solution
6. Ensure the training you conduct is successful, everytime.

Course Content

- Principles and purpose of TNA
- When you should conduct TNA
- Who should be involved in TNA
- The 5 levels of Training Needs

- Identifying the level of needs analysis required
- How to identify your training objectives from TNA
- How to make sure your training results can be measured
- When training is not the right solution
- The 7 methods to analyse training needs
- Choosing the appropriate methods for needs analysis
- Examples of TNA
- How to design and manage your TNA

Who Must Attend

- Training managers, supervisors and specialists
- Human Resources personnel, managers and supervisors
- Line supervisors or managers who have responsibility in developing their subordinates
- Everyone who has responsibility for managing training and people development

To enroll or get more information, please contact

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