

# € TRAINING

The Training Analyst





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## Introduction:

The topic of training analysis is a new and interesting area in today's world-class training functions. This new program specifically covers all the main areas of analysis including training measurement and evaluation. Persons attending this program will have a complete set of analysis tools and many worked examples, which can be easily applied in the workplace. These tools are essential to any training function particularly if you are looking for ways to add value or contemplating becoming a profit center.

## Course Objectives:

At the end of this course the participants will be able to:

- Learn about the new training model for training efficiency.
- Use a number of techniques to measure and show training results in the business.
- Practice using new techniques to transform any training activity.
- Learn from practices in top companies that surpass "Best Practice".
- Gain a holistic view of the entire training function.
- Measure the effectiveness of training using the latest evaluation model.
- Demonstrate trends and do efficiency analysis.
- Set up and effectively measure any element of delivered training & be able to demonstrate training efficiency.
- Measure skills, knowledge, behavior, competency, style, self-belief, attitudes, and personality.
- Demonstrate how trend changes can benefit the organization.
- Measure competency by, department or company-wide, using specific software packages.

## Targeted Audience:

- HR personnel.
- Training Managers and training personnel.
- Training budget holders.
- Succession planners and those responsible for people's development.

## Course Outlines:

### Unit 1: The Added Value Role of Today's Training Analyst:

- What value does training offer - group exercise?
- The need for training to produce measurable results.
- It's vital to know who your customer is.
- Establishing a training process that works and is auditable -the new schema.
- Mastering training costs and budgets -group exercise.
- Managing and being accountable for training expenditure.
- Adding value through training activities - examples.
- The role of the training analyst - presentations.

### Unit 2: How People Learn and Barriers To Learning:

- Learning style and their impact on training courses.
- How we can inexpensively measure learning style -demonstration.
- Personality and its impact on training results -the big five explained.
- What can training realistically achieve - case study and discussion?
- Can you overcome learning difficulties?
- Critical times to get the best from training - more time in the classroom is not always the answer - demonstration.
- Retention and its critical role in what we can remember.
- Motivation factors in learning - what can we do differently?

### Unit 3: Specifying and Constructing Training Properly:

- What are learning outcome objectives and why do we need them?
- How to write learning outcome objectives - group exercise.
- The document needed for any training course -three critical documents.
- Maximizing the use of visual aid and other aids.
- How to calculate room size needed and screen size.
- Sound and its part in aiding learning.
- The benefit of using specific training videos - examples.
- Use of "clipped" video sequences - examples.

### Unit 4: Training Analysis - The Key Areas of Measurement:

- Budget spent and the monitoring of costs.
- Creating value from training -examples.
- Understanding fully how competency frameworks work.
- Setting standards for competency and measuring competency improvement.
- What is performance - is it related to competency?
- Measuring improvements after training -how to do it.
- Competence + performance = productivity.
- Software needed to measure competence and performance - also automating TNA.

### Unit 5: Measuring and Reporting Training Results:

- Formulas needed added value and unit costs.
- Maximizing but controlling training activities.
- The new leadership role of training.
- Dealing with uncertainty during training.
- Case studies showing training success.
- Should training functions be profit centers?
- What is the role of end of course questionnaires?
- Your actions when returning to work.