# €TRAINING

## Mastering Training Needs Analysis and Training Evaluation - Fast Track

28 July - 1 August 2024
Sharm El-Sheikh (Egypt)
Sheraton Sharm Hotel,
Resort,

# Mastering Training Needs Analysis and Training Evaluation - Fast Track

REF:  C488  DATE:  28 July - 1 August 2024  Venue:  Sharm El-Sheikh (Egypt) - Sheraton Sharm Hotel, Resort,  Fee:  4095 Euro

## Introduction:

This new program provides you with the latest thinking, methods, and tools to be able to complete the two most important areas of training -TNA and Evaluation. In today s difficult financial climate these are the two areas that will make a difference to any training function.

This program will also help to raise the professional profile of training because of its exact process approach. Using our methodologies you will be able to do TNA in less time and with greater accuracy, know what to evaluate, and use a proven process to do a predictive evaluation. If you are required to do so you will be able to show which training provides measurable value to the organization using new techniques.

## Conference Objectives:

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

- Identify and be able to use the 4 level model for doing a training needs analysis
- Master how competencies are constructed and know which are is the best to train to get good results
- Be able to use the new priority process to be able to prioritize all training requests
- Master training evaluation using the 10 step model
- Know what training is suitable for evaluation and which is not
- Have practiced evaluating a series of training courses
- Know how unit costs work and how to use them to make evaluation easy
- Gain and have mastered the two most important areas of training in today's economic situation

## Targeted Audience:

- Training Managers
- Training Specialists
- Training Coordinators
- Traning Consultants
- HR Personnel

## Conference Outlines:

## Unit 1: New Approaches to Training Needs Analysis:

- Alternative options to TNA
- The four-quadrant model of TNA - a new way of analysis
- Use of a training schema to establish the complete training process and set the rules
- Who is the customer? Conflicting needs
- Use of a coding system to code the different types of training
- Corporate needs into action - how much of the process is governed by TNA?
- Identifying the major drivers worldwide that affect organizational TNA

## Unit 2: Quadrant Two Department Needs & Quadrant Three Team Needs:

- The specific requirement departments have - relationship with yearly operating plans
- Speed of action form identification to action - ongoing monitoring - what's needed? Specific analysis tools
- Departments - your most challenging customer
- Quadrant three- TNA for teams - what are there special needs?
- Use of the Adair model to aid TNA

## Unit 3: Individual Needs, Dealing with Priorities and Training Unit Costs:

- Individual needs
- The 45 ways to train but not by attending a training course
- How to prioritize training - unique and quick system
- Understanding and mastering competencies
- New software advances to simplify and reduce TNA error
- Understanding unit costs and budgets for training - essential for TNA and evaluation

## Unit 4: Mastering the Evaluation Process:

- Validation VS Evaluation - what is the difference?
- Current models explained, Kirkpatrick, CIRO, IES and the 10 step process
- Understanding the process of evaluation and its position in the training cycle scheme
- How to use the 10 step process to produce training evaluation -each step explained
- The evaluation formula
- How you decide what training needs evaluating - use of our priority model

## Unit 5: Practical Examples of Evaluation - Your Chance to Master the Techniques:

- Case Study One - skills - group exercise and presentation.
- Case Study Two - telephone sales training.
- Accountability of the training department to guarantee and produce results.
- Should all training be subject to evaluation?
- Work on back at work presentations.