Training Needs Assessment and Evaluation of Training Course

Professional Development Training Course Outline

Category	General Training	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Effective training needs assessment is the cornerstone of impactful organizational development, ensuring that learning initiatives are strategically aligned with business objectives and address critical skill gaps. By systematically identifying current and future training requirements, organizations can optimize their investment in human capital and drive measurable improvements in performance. This rigorous process not only pinpoints areas where training is essential but also establishes a baseline against which the evaluation of training effectiveness can be accurately measured. The selection and implementation of an appropriate training methodology are crucial for delivering effective learning experiences that cater to diverse needs and maximize knowledge transfer. Through robust evaluation methodologies, organizations can determine the return on investment of their training programs, identify areas for enhancement in both content and delivery, and foster a culture of continuous improvement in learning and development.

Training Needs Assessment and Evaluation of Training Course provides participants with the essential knowledge and practical skills to conduct thorough training needs assessments and implement effective training evaluation strategies, considering various training methodologies. Participants will learn to utilize cutting-edge techniques and tools to analyze performance gaps, engage stakeholders, design targeted training interventions, select optimal delivery methods, and measure the impact of training on individual and organizational performance. By mastering these critical competencies, professionals can contribute significantly to building a skilled, adaptable, and high-performing workforce, ultimately driving organizational success and achieving strategic goals through well-designed and evaluated training initiatives.

Programme Curriculum

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Course Objectives:

1. **Mastering Training Needs Analysis:** Develop expertise in identifying and analyzing training requirements at individual, team, and organizational levels.
2. **Strategic Alignment of Training:** Learn to align training initiatives with overarching business goals and strategic objectives for maximum impact.
3. **Stakeholder Engagement in TNA:** Acquire skills to effectively engage key stakeholders in the training needs assessment process to ensure comprehensive data gathering and buy-in.
4. **Utilizing Diverse TNA Methods:** Explore and apply a range of **training needs assessment methods**, including surveys, interviews, focus groups, and performance data analysis.
5. **Identifying Performance Gaps:** Learn to accurately identify and analyze performance gaps that can be addressed through targeted training interventions.
6. **Developing Learning Objectives:** Formulate clear, measurable, achievable, relevant, and time-bound (SMART) learning objectives based on identified training needs.
7. **Designing Effective Training Programs:** Gain proficiency in designing engaging and effective training programs that cater to diverse learning styles and preferred **training methodologies**.

8. **Understanding Training Methodologies:** Explore and differentiate various **training methodologies**, including instructor-led, e-learning, blended, experiential, and collaborative approaches.
9. **Selecting Appropriate Training Methods:** Learn to choose the most suitable **training methodologies** based on learning objectives, target audience, and available resources.
10. **Implementing Training Methodologies:** Understand the practical considerations and best practices for implementing different **training methodologies**.
11. **Understanding Training Evaluation Models:** Explore different models of training evaluation, such as the Kirkpatrick Model and the Phillips ROI Methodology.
12. **Measuring Training Effectiveness:** Learn to select and implement appropriate metrics and tools to measure the effectiveness of training programs and the impact of the chosen **training methodology**.
13. **Analyzing Training Data:** Develop skills in collecting, analyzing, and interpreting training evaluation data to draw meaningful conclusions about program effectiveness and **training methodology** impact.
14. **Calculating Return on Investment (ROI):** Understand the principles and methods for calculating the return on investment of training initiatives, considering the cost-effectiveness of the **training methodology**.
15. **Continuous Improvement in Training:** Foster a mindset of continuous improvement by utilizing evaluation findings to enhance future training programs, content, and **training methodologies**.

Target Audience:

1. Human Resource Professionals
2. Learning and Development Specialists
3. Training Managers and Coordinators
4. Organizational Development Consultants
5. Talent Management Professionals
6. Line Managers and Supervisors
7. Instructional Designers
8. Individuals responsible for employee training and development

Course Duration:

- 10 days

Course Modules:

Module 1: Foundations of Training Needs Assessment

- Understanding the strategic importance of TNA.
- Exploring different levels of training needs assessment.
- Identifying key stakeholders in the TNA process.

- Ethical considerations in conducting training needs assessments.
- The link between TNA and organizational goals.

Module 2: Planning and Designing the TNA Process

- Defining the scope and objectives of the TNA.
- Developing a comprehensive TNA plan.
- Selecting appropriate data collection methods.
- Creating effective data collection instruments (surveys, questionnaires).
- Ensuring data validity and reliability.

Module 3: Data Collection Methods for Training Needs Assessment

- Conducting effective individual interviews.
- Facilitating productive focus group discussions.
- Designing and administering insightful surveys.
- Analyzing existing organizational data (performance reviews, KPIs).
- Utilizing observation techniques for identifying training needs.

Module 4: Analyzing and Interpreting TNA Data

- Techniques for qualitative data analysis.
- Statistical methods for quantitative data analysis.
- Identifying patterns and trends in training needs.
- Prioritizing training needs based on impact and urgency.
- Documenting and reporting TNA findings.

Module 5: Developing Learning Objectives and Training Plans

- Writing SMART learning objectives.
- Aligning learning objectives with identified needs.
- Structuring a comprehensive training plan.
- Selecting appropriate training content and resources.
- Considering different learning styles in training design.

Module 6: Introduction to Training Methodologies

- Overview of various **training methodologies**.
- Understanding the principles of adult learning.
- Factors influencing the choice of **training methodology**.
- Matching **training methodology** to learning objectives.
- The role of technology in different training methodologies.

Module 7: Instructor-Led and Facilitated Training

- Best practices for effective classroom instruction.
- Facilitation techniques for engaging learners.
- Managing group dynamics and discussions.
- Utilizing visual aids and interactive activities.

- Adapting delivery to different learning paces.

Module 8: E-Learning and Digital Training Solutions

- Designing engaging online learning modules.
- Utilizing learning management systems (LMS).
- Incorporating multimedia and interactive elements.
- Strategies for promoting learner engagement in e-learning.
- Evaluating the effectiveness of digital training.

Module 9: Blended Learning Approaches

- Designing effective blended learning programs.
- Integrating online and offline learning activities.
- Leveraging the strengths of different training methodologies.
- Managing the transition between learning modalities.
- Evaluating the impact of blended learning.

Module 10: Experiential and Action Learning

- Implementing simulations and role-playing exercises.
- Utilizing case studies and problem-based learning.
- Facilitating action learning projects.
- The importance of reflection and debriefing.
- Measuring the impact of experiential learning.

Module 11: Introduction to Training Evaluation

- The importance and benefits of training evaluation.
- Different levels and models of training evaluation (Kirkpatrick).
- Establishing evaluation objectives and criteria.
- Ethical considerations in training evaluation.
- Linking evaluation to the training needs assessment process.

Module 12: Level 1 & 2 Evaluation: Reaction and Learning

- Designing effective reaction questionnaires.
- Administering and collecting reaction data.
- Developing pre- and post-training assessments.
- Measuring knowledge, skills, and attitude changes.
- Analyzing learning outcomes and participant feedback.

Module 13: Level 3 Evaluation: Behavior and Application

- Identifying key performance indicators (KPIs) related to training.
- Methods for observing and measuring behavior change on the job.
- Utilizing 360-degree feedback and performance appraisals.
- Implementing follow-up support and reinforcement strategies.
- Challenges in attributing behavior change directly to training.

Module 14: Level 4 Evaluation: Results and ROI

- Identifying organizational impact metrics (productivity, quality, sales).
- Collecting and analyzing results data.
- Determining the link between training and business outcomes.
- Calculating the return on investment (ROI) of training.
- Communicating the business value of training initiatives.

Module 15: Implementing and Sustaining a Culture of Evaluation

- Developing an organization-wide evaluation strategy.
- Building stakeholder buy-in for training evaluation.
- Integrating evaluation findings into the training cycle.
- Utilizing technology for efficient data collection and analysis.
- Continuously improving training programs, content, and training methodologies based on evaluation results.

Training Methodology:

This training program will employ a blended learning approach, incorporating:

- **Interactive Workshops:** Facilitated discussions, group activities, and case study analysis.
- **Practical Exercises:** Hands-on application of tools and techniques.
- **Real-World Case Studies:** Examination of successful and challenging intrapreneurial projects.
- **Group Projects:** Collaborative assignments to apply learned concepts.
- **Individual Coaching (Optional):** Personalized guidance and support.
- **Online Resources:** Access to supplementary materials, templates, and tools.
- **Action Planning:** Development of individual plans to implement learned skills in their roles.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
30 Nov 2026	11 Dec 2026	Online	$2,000
30 Nov 2026	11 Dec 2026	Physical	$3,000
30 Nov 2026	11 Dec 2026	Physical	$6,000
30 Nov 2026	11 Dec 2026	Physical	$6,000
30 Nov 2026	11 Dec 2026	Physical	$12,000
30 Nov 2026	11 Dec 2026	Physical	$9,000
30 Nov 2026	11 Dec 2026	Physical	$12,000
30 Nov 2026	11 Dec 2026	Physical	$12,000

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