Training Needs Assessment for Cooperative Staff Training Course

Professional Development Training Course Outline

Category	Cooperative Societies	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In the ever-evolving cooperative sector, empowering staff with data-driven decision-making skills is crucial to achieving organizational effectiveness and sustainable growth. Training Course on Training Needs Assessment for Cooperative Staff equips cooperative staff with the tools and frameworks needed to identify, prioritize, and align training programs with strategic objectives. The course fosters competence in workforce analysis, performance gap identification, stakeholder engagement, and impact measurement.

With digital transformation, cooperative organizations must harness analytical insights and modern tools for performance enhancement and capacity building. This course blends traditional and contemporary learning & development strategies, emphasizing results-based approaches, staff capability mapping, and performance benchmarking to elevate training efficiency.

Programme Curriculum

Training Needs Assessment for Cooperative Staff Training Course

Introduction

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Course Objectives

1. Understand the core principles of training needs assessment in cooperative development.
2. Learn how to align TNA with strategic cooperative goals.
3. Explore performance gap analysis techniques for workforce upskilling.
4. Apply competency mapping in team and organizational planning.
5. Develop data-driven training frameworks using modern TNA tools.
6. Understand the role of learning analytics in decision-making.
7. Conduct stakeholder engagement for comprehensive needs assessment.
8. Design customized training programs based on assessment results.
9. Apply ROI metrics and impact measurement post-training.
10. Enhance organizational learning culture through systematic TNA.
11. Utilize digital tools and eLearning platforms for effective training planning.
12. Incorporate inclusion and gender-responsive training needs in cooperatives.
13. Develop actionable training implementation roadmaps.

Target Audiences

1. Cooperative Managers
2. HR Professionals in Cooperatives
3. Training and Development Officers
4. Capacity Building Consultants
5. Cooperative Board Members
6. Policy Makers in the Cooperative Sector
7. Monitoring and Evaluation Specialists
8. Youth Leaders in Cooperative Startups

Course Duration: 5 days

Course Modules

Module 1: Introduction to Training Needs Assessment for Cooperatives

- Understanding TNA and its importance
- Components and scope of effective TNA
- Aligning TNA with cooperative values and mission
- Benefits of TNA in strategic planning
- Overview of TNA models (McGhee & Thayer, Kaufman, etc.)
- **Case Study:** TNA implementation in a rural dairy cooperative

Module 2: Conducting Organizational Analysis

- Identifying strategic goals and performance expectations
- Analyzing current workforce performance
- SWOT and PESTLE for cooperative training
- Stakeholder interviews and focus group discussions
- Document and policy review for training relevance
- **Case Study:** Organizational analysis of a housing cooperative

Module 3: Task and Person Analysis

- Breaking down job tasks for training relevance
- Mapping employee competencies
- Identifying knowledge, skills, and attitude gaps
- Tools for personal training needs identification

- Integrating employee feedback and self-assessment
- **Case Study:** TNA for staff in a financial cooperative

Module 4: Tools and Techniques for Effective TNA

- Surveys, questionnaires, and training audits
- Digital TNA tools and AI-driven assessments
- Observation and performance appraisal systems
- Prioritizing training needs using Pareto analysis
- Triangulation for reliable data interpretation
- **Case Study:** Use of digital tools in a savings cooperative

Module 5: Designing Customized Training Plans

- Setting SMART training objectives
- Mapping training delivery methods
- Linking TNA results to training interventions
- Balancing soft and hard skills in cooperative training
- Creating inclusive and gender-sensitive training plans
- **Case Study:** Customized training design for a women's cooperative

Module 6: Monitoring, Evaluation, and Impact Assessment

- Developing KPIs and success indicators
- Feedback mechanisms and post-training evaluation
- ROI models for cooperative training
- Using logic models and result frameworks
- Real-time data tracking and reporting
- **Case Study:** Evaluating training impact in an agricultural cooperative

Module 7: Digital Transformation in Cooperative Training

- Leveraging LMS and e-learning platforms
- Hybrid learning models and microlearning
- Mobile-based assessments for remote staff
- Integration with HRMIS and talent development tools
- Cybersecurity and data protection in digital TNA
- **Case Study:** E-learning integration in an urban SACCO

Module 8: Strategic Planning for Training Implementation

- Resource planning and budgeting
- Timeline development and activity scheduling
- Internal vs. external training delivery options
- Policy frameworks supporting learning strategies
- Managing resistance to change and ensuring buy-in
- **Case Study:** Developing a multi-year training plan for a federation

Training Methodology

- Interactive lectures using multimedia presentations
- Group discussions, breakout sessions, and workshops
- Real-world case studies and scenario simulations
- Hands-on exercises and TNA tools application
- Role plays and reflective learning
- Post-module quizzes and knowledge checks

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
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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