

# SHORT COURSES

## IDENTIFYING AND ANALYZING TRAINING NEEDS

### INTRODUCTION

Training and developing your people starts with needs. What are their needs? Why do they need to be trained and developed? Asking these fundamental questions is important. Identifying and analyzing the training needs of your people is the first and most important step towards ensuring your training and development plans are directed at improving your organization's efficiency and effectiveness.

This programme provides you with sufficient knowledge and skills on "How To", instead of just the "What and Why" of helping your training executives, line managers and those involved in training and development to identify, analyze and map out relevant training approaches to meet and exceed the standards set by your organization in a holistic and pragmatic manner.

### OBJECTIVE

Upon completion of this programme, participants will be able to:

- Articulate the What, Why and How of a TNA
- Analyze Job Performance Problems
- Clarify the differences between a cause and symptom of a performance problem
- Separate Training from Non-Training Solutions
- Map out a TNA framework
- Select appropriate methods to carry out a TNA
- Design Questionnaires and Interview Guides
- Analyze and Interpret data collected
- Interpret the data collected
- Recommend appropriate interventions in accordance with identified needs
- Write and present a TNA report
- Present the Training Report to Management.

### METHODOLOGY

- Speakers Presentations
- Management Games
- Quiz and Case Study
- Group Activity



### COURSE TOPICS

#### Needs Analyst and TNA Process

- Fundamentals of Training Needs Analysis (TNA)
- Competencies of a Needs Analyst
- Outputs and ethics of a Needs Analyst
- The TNA Process
- Why perform a TNA?
- Approaches to TNA
- Identification of TNA

#### Methods and Techniques

- Types of Data Collections Methods
- Types of TNA Techniques.

#### Needs at the Organizational Level

- Organization Training Objectives
- Organizational Competencies
- Organizational Requirements
- Organizational Analysis Process

#### Needs at the Departmental Level

- Job and Tasks Analysis
- Appraisal & Assessment
- Career Development

#### Needs at the Individual Level

- Individual Profiling
- Individual and Job Fit.

#### TNA Deliverables

- Preparing a TNA Report
- Report Writing Guidelines

#### The Training Plan

- Recommendations and Report
- Action Planning
- Preparing the Training Plan

*your success is our driving force*