TRAINING NEEDS ANALYSIS WORKSHOP (TNA)

Certificate of Completion in Training Needs Analysis

Course Code: M041/25

Duration: 8 Hours

Delivery Format: Hybrid

Target Audience:

- HR Managers and Executives

Program Outcomes:

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

- Understand the concept of Training Needs Analysis (TNA).
- Identify methods and tools for TNA.
- Develop skills in conducting TNA.
- Link TNA to organizational goals.
- Create actionable plans based on TNA findings.

Detailed Syllabus

Module 1: Context Setting

Outcome: Participants will understand the importance of TNA within the organizational context, the roles of HR and managers in the training process, and the relationship between TNA and the overall training cycle.

Topics:

- Overview of Training and TNA in an Organization
- The Role of HR & Managers in Training
- Introduction to TNA and the Training Cycle

Activities:

- Interactive discussions on the significance of training and development in organizations.
- Group exercises identifying the responsibilities of HR and managers in the training process.

Assessments:

- Short quiz on the key concepts of training, the roles involved, and the training cycle.

Module 2: Conducting the TNA Exercise

Outcome: Participants will be able to identify different TNA frameworks, understand the steps involved in the TNA process, and recognize various data gathering methods and tools.

Topics:

- TNA Framework
- The TNA Process
- Selecting Data Gathering Methods
- Tools for Data Collection

Activities:

- Introduction and comparison of different TNA frameworks.
- Step-by-step breakdown of the TNA process.

Assessments:

- Matching exercise on TNA frameworks and their characteristics.
- Case study analysis: Identifying appropriate data gathering methods for different scenarios.

Module 3: Linking TNA to Organizational Goals

Outcome: Participants will be able to connect identified training needs with overarching organizational goals and articulate the value of TNA to relevant stakeholders.

Topics:

- Aligning TNA findings with organizational objectives

- Demonstrating the value of TNA to key stakeholders

Activities:
- Group exercises on aligning training needs with strategic organizational objectives.
- Discussions on how to quantify the impact of training and the ROI of TNA.

Assessments:
- Developing a brief justification for a training program based on its alignment with organizational goals.

Module 4: Interpreting TNA Results

Outcome: Participants will gain skills in interpreting collected TNA data to create a comprehensive TNA report and contribute to the development of an annual training plan.

Topics:
- Creating the TNA Report
- Developing the Annual Training Plan

Activities:
- Guidance on structuring and writing a TNA report.
- Analyzing sample TNA data to identify key training needs.

Assessments:
- Analyzing a set of TNA results and identifying key training priorities.
- Outline of a potential annual training plan based on TNA findings.

Module 5: Assessing Training Effectiveness

Outcome: Participants will understand the importance of evaluating training effectiveness.

Topics:
- Understanding Evaluation Concepts
- Evaluation Models
- Elements of Each Evaluation Level

Activities:
- Introduction to the concepts and importance of training evaluation.

- Group discussions on how to apply each level of the model in different training contexts.

Assessments:

- Case study analysis: Identifying appropriate evaluation methods for different training programs.