Developing a Training Needs Analysis

Course outline

Provided by: Performance Management Consultants – PMC Training

Reference no.	145-27
Duration	1.00 day(s)	6:00 hours [1]
Website link	https://pmctraining.com/training/developing-a-training-needs-analysis/

Key Analysis Tools for Crafting Impactful Training Solutions

The right training at the right time can make a huge difference in the productivity and profitability of your organization. Whether you are scanning your workplace for opportunities to make things better and training is the answer, or a client asks you to come into their organization and do an assessment, your answer is best framed in the form of a training needs analysis. Your ability to create an analysis that is comprehensive yet simply prepared is critical for it to be understood and acted upon. This one-day workshop will help you to gather the information, assess the data, and present your suggestions for training or non-training solutions.

Learning outcomes

At the end of this workshop, you will be able to:

- Understand the value of creating a training needs analysis
- Apply the ICE method to assess the situation and build a training needs analysis
- Create a simple yet thorough training needs analysis for their organization or client

Workshop topics

A Closer Look at the Training Needs Analysis
To begin, participants will learn what a training needs analysis is all about. They will also be introduced to the ICE process.

Collecting Data
In this session, participants will be introduced to some data collection methods using current and future state descriptions as the framework.

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[1] *The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.*

Diving Deeper Into the Data

Next, participants will learn how to use several key analysis tools, including the McKinsey 7S model and SWOT analysis. They will also complete an in-depth case study to apply what they have learned.

Creating the Report

This session offers a brief look at the structure of the training analysis report.

Taking Action

In this final session, participants will apply what they have learned to their pre-assignment scenario. They will also learn about designing evaluations to support the training process.

Workshop Wrap-Up

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

Anyone who wants to create opportunities for improving productivity and profitability in an organization and wants to learn the processes and benefits of a training needs analysis.