

Workshop title: Training Needs Analysis (Effective Training Strategy)

Aim: To help managers conduct a thorough training needs analysis for their organisations so they can manage their training provision effectively
The benefit will be training more directly related to the business strategy and plan and relevant to company and individual competences

Designed for: Any managers involved in identifying training needs and priorities at the planning stage

Objectives: During the workshop, managers will:

- relate business objectives to a training plan
- analyse the core competences for an organisation and individual jobs
- identify training needs relevant to organisation business plans
- develop a training plan at both an organisation and individual level
- design training to meet / address core competences

Method: This workshop will be participative, using practical examples, tools and exercises to help everyone apply the learning in a relevant way to their job and their organisation

Content: **The role of training in an organisation**

- * The relationship between training needs and the organisation business plan
- * Trigger analysis
- * Bottom line impact of training

Organisation and individual competences

- * The role of competences in an organisation
- * Factors affecting competences in a business
- * Initial, core and developmental competences

Training needs analysis

- * The purpose and benefits of a training needs analysis
- * Collating and analysing information

Training plans

- * How to develop a training plan / priorities
- * How to implement a training plan

Training design

- * Learning and training methods and outcomes
- * Training evaluation and validation