

## **TRAINING NEEDS ASSESMENT**

### **COURSE OBJECTIVES**

To take the essential first step towards ensuring true on one's training investment; to develop a framework to better anticipate and identify real training needs, to learn to set up and manage needs assessment project, to understand how to more effectively communicate the importance of training to company managers and secure their support, to become able to substantiate one's requirements for training resources, to acquire skills to generate commitment towards training by future participants

### **WHO SHOULD ATTEND**

Training Managers and Experienced Instructors interested in becoming more involved in program / course planning and development

### **DURATION**

5 DAYS

### **COURSE CONTENTS**

- Purpose and Role of Needs Assessment in Successful Training
  - The Needs Assessment Process: Traditional and New Approaches
  - Identifying Performance and Non-Performance Problems
  - Extensive Data Analysis (Document Review)
  - Preparing and Conducting Interview
  - Focus Group and Group Discussion Techniques
  - Developing Questionnaires and Surveys
  - Preparing and Conducting Observations
  - Using the Critical Event Analysis Method
  - Analyzing and Summarizing Data
  - Preparing and Presenting Effective Needs Assessment Reports
- Managing a Needs Assessment Project