



*Training Course:
Mastering The Training Cycle*

*30 June - 4 July 2025
Kuala Lumpur (Malaysia)
Royale Chulan Kuala Lumpur*

Training Course: Mastering The Training Cycle

Training Course code: HR234722 From: 30 June - 4 July 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5250 € Euro

Introduction

This practical training course provides the newest thinking, methods and tools to be ready to complete two of the foremost important areas of coaching - Training Needs Analysis TNA and Evaluation. It'll also show those attending the way to demonstrate the added value of coaching activities. These are the 2 areas which will really make a difference to any training function in linking training more on to the requirements and outcomes of the organization.

In this training course on Mastering the Training Cycle, participants will

- ▣ Learn more about TNA within the context of what the organization requires from training
- ▣ Understand the necessity for data to tell the necessity for, and outcomes from, training
- ▣ Learn the way to measure the worth derived from training
- ▣ Be ready to show training costs and calculate the Return on Investment

Training Objectives

By the top of this training course, delegates are going to be able to

- ▣ Identify and be ready to use the 4-level model for doing Training Needs Analysis and be ready to manage the portfolio of needs
- ▣ Master competency frameworks to maximize their usage and value to the delegate's own organization
- ▣ Measure the Return on Investment ROI on a training course
- ▣ Understand the way to embed evaluation into the training cycle in order that the ROI are often measured
- ▣ Assess which training is suitable for ROI measurement
- ▣ Practice measuring ROI in a variety of coaching situations

Training Methodology

This training course will utilize a spread of proven learning techniques to make sure maximum understanding, comprehension, retention of the knowledge presented. The training course is conducted via a complicated Learning Platform within the comfort of any location of your choice.

ORGANISATIONAL IMPACT

A few of the advantages the organization will gain are

- ▯ Having a typical and auditable approach to training
- ▯ Having a way higher success rate and identifying the proper training through a process approach to TNA and evaluation
- ▯ Having concrete information which can show clearly the worth of coaching to the organization
- ▯ Having confident and competent training staff thinking and operating more sort of a business partner
- ▯ Having an approach to evaluation which can provide consistent results

Personal Impact

The benefits individuals will gain from this training seminar are

- ▯ Getting the entire tool box to be ready to do accurate TNA and Evaluation
- ▯ Being easier in using data from a variety of sources to tell the necessity for training and to raised measure the outcomes of coaching
- ▯ Gaining sufficient expert guidance to be ready to implement immediately what has been taught and put it into operation
- ▯ Gaining the arrogance needed to be ready to make a difference within the company
- ▯ Being ready to demonstrate the immediate value of this course on return to the workplace
- ▯ Knowing the tools to be ready to operate more sort of a business partner Target Audience
- ▯ Anyone in training or HR who must master either TNA or evaluation
- ▯ HR Professionals who got to understand how training are often measured
- ▯ Those curious about maximizing the training budgets
- ▯ Those liable for training budgets and who got to know what's required
- ▯ Training Managers ▯ Training Coordinators
- ▯ Supervisors who are involved training and development

Outlines:

Day One:

The Modern Approach to Training Needs Analysis

- ▯ What does a corporation want from training?
- ▯ How is HR responding?

" Linking Training more overtly to

- ▯ Analyzing your Customer Base - The Four Quadrant Model
- ▯ Quadrant One: Organizational needs - what proportion of the method is governed by TNA?
- ▯ Using Competency Frameworks
- ▯ Making Competency Frameworks more Line Manager Friendly
- ▯ When is an employee competent - When is enough?

Day Two:

Quadrant Two: Department Needs & Quadrant Three: Team Needs

- ▯ Quadrant Two: Departments ▯ The Specific Requirement Departments Have
- ▯ The Need for Data in Assessing Departmental TNA
- ▯ Understanding the Technical Ladder and Its Implications for Training and Development
- ▯ How the leadership pipeline differs?
- ▯ Quadrant Three: TNA for teams
- ▯ Tools for Analyzing Team Training Needs

Day Three:

Quadrant Four: Individual Needs / the primary Steps in Evaluation - Understanding Unit Costs

- ▯ Quadrant Four: Individual Needs
- ▯ The 70 / 20 / 10 Model of coaching and Development
- ▯ Ways to coach aside from Attending a Training Course
- ▯ The Role of coaching in Curating Material to Support Knowledge Transfer and Developing Organizational Knowledge
- ▯ Embedding the broader Notion of Development - the necessity for private development plans
- ▯ Understanding Unit Costs - the beginning points for evaluating training

Day Four

Mastering the Evaluation Process

- ▯ Validation vs. Evaluation - what's the difference?
- ▯ Improving the Usefulness of the Validation Form / the top in fact Questionnaire

- ▮ Evaluation Models Explained
- ▮ The Return-on-Investment Formula - explaining what's then required
- ▮ Embedding Evaluation into the Training Cycle and the way to try to to it
- ▮ Practical Tips in Evaluating Training

Day Five:

Practical samples of Evaluation - Your Chance to Master the Techniques

- ▮ Evaluating the value of other sorts of Training, Competency Improvement, Delegate Own Examples
- ▮ Accountability of coaching Department to ensure and Produce Results - The Competencies Required
- ▮ Should all training be subject to Evaluation?
- ▮ Summary of Main Themes Discussed
- ▮ Delegates▮ Action Planning

Registration form on the Training Course: Mastering The Training Cycle

Training Course code: HR234722 **From:** 30 June - 4 July 2025 **Venue:** Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur **Training Course Fees:** 5250 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Company Information

Company Name:
Address:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
info@gh4t.com
or training@gh4t.com

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.