



*Training Course:
Mastering Training Needs Analysis and Training
Evaluation - Fast Track*

*18 - 22 August 2025
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Mastering Training Needs Analysis and Training Evaluation - Fast Track

Training Course code: HR3004 From: 18 - 22 August 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

Introduction

This new program is in specific response to you our customers. It provides you with the latest thinking, methods and tools to be able to complete the two most important areas of training -TNA and Evaluation. In today's difficult financial climate, these are the two areas that will really make a difference to any training function.

This program will also help to raise the professional profile of training because of its exact process approach. Using our methodologies you will be able to do TNA in less time and with greater accuracy, know what to evaluate, and use a proven process to do the predictive evaluation. If you are required to do so you will be able to show which training provides measurable value to the organization using new techniques.

Course Objectives of Mastering Training Needs Analysis and Training Evaluation

By the end of this seminar delegates will be able to:

- Identify and be able to use the 4-level model for doing training needs analysis
- Master how competencies are constructed and know which are is the best to train to get good results
- Be able to use the new priority process 2009 to be able to prioritize all training requests
- Master training evaluation using the 10-step model
- Know what training is suitable for evaluation and which is not
- Have practiced evaluating a series of training courses
- Know how unit costs work and how to use them to make evaluation easy

Training Methodology

This is a practical program that will use case studies and appropriate DVDs and clips to enhance learning. Throughout the week delegates will be able to work on real case studies to bring the methodologies to life. An extensive manual of in excess of 25,000 words and a copy of all the slides and schemas will be available to help the delegate's retention of the subject matter and aid their understanding throughout the week.

Organizational Impact of Mastering Training Needs Analysis and Training Evaluation

A few of the benefits the organization will gain are:

- Having a standard and auditable approach to training

- Having a much higher success rate and identifying the right training through a process approach to TNA and evaluation
- Know which software to use to enhance and speed up TNA
- Have concrete information that will show clearly the value of training to the organization
- Have a confident and competent staff

Personal Impact of Mastering Training Needs Analysis and Training Evaluation

The benefits individuals will gain from this program are:

- Getting the complete toolbox to be able to do accurate TNA and Evaluation
- Gained sufficient expert guidance to be able to implement immediately what has been taught and put it into operation
- Through working with our instructor who is an international expert in this area, gain the confidence needed to be able to make a difference in the company
- Gain and have mastered the two most important areas of training in today's economic situation
- Be able to demonstrate the immediate value of this course on return to the workplace

Course Outlines of Mastering Training Needs Analysis and Training Evaluation

DAY 1

New Approaches to Training Needs Analysis

- Introductions and course objectives
- Alternative options to TNA - DVD Johnsonville foods
- The four-quadrant model of TNA - a new way of analysis
- Use of a training schema to establish the complete training process and set the rules
- Who is the customer? Conflicting needs
- Use of a coding system to code the different types of training
- Corporate needs into action - how much of the process is governed by TNA?
- Case study on organizational change -group work
- Identifying the major driver's worldwide that affect organizational TNA

- Review

DAY 2

Quadrant Two Department Needs & Quadrant Three Team Needs

- The specific requirements departments have - relationship with yearly operating plans
- Speed of action from identification to action - ongoing monitoring - what is needed? Specific analysis tools
- Case study - creating self-empowered teams - group work and DVD FFS
- Departments - your most challenging customer
- Quadrant three- TNA for teams - what are their special needs?
- Use of the Adair model to aid TNA - DVD The Adair model in action

DAY 3

Individual Needs, Dealing with Priorities and Training Unit Costs

- Individual needs - group exercise
- The 45 ways to train but not by attending a training course
- How to prioritize training - unique and quick system
- Understanding and mastering competencies
- New software advances to simplify and reduce TNA error
- Understanding unit costs and budgets for training - essential for TNA and evaluation
- Group exercise - construct a budget in under 20 minutes

DAY 4

Mastering the Evaluation Process

- Validation v Evaluation - what is the difference?
- Current models explained, Kirkpatrick, CIRO, IES, and the 10 step process
- Understanding the process of evaluation and its position in the training cycle scheme
- How to use the 10 step process to produce training evaluation -each step explained - team exercises
- The evaluation formula



- How you decide what training needs evaluating - use of our priority model

DAY 5

Practical Examples of Evaluation - Your Chance to Master the Techniques

- Case Study One - skills - group exercise and presentation
- Case Study Two - telephone sales training
- Accountability of the training department to guarantee and produce results
- Should all training be subject to evaluation?
- Work on back-at-work presentations

Registration form on the Training Course: Mastering Training Needs Analysis and Training Evaluation - Fast Track

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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
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Easy Ways To Register

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