



*Training Course:  
Training Needs Assessment*

*16 - 20 November 2025  
Istanbul (Turkey)  
DoubleTree by Hilton Istanbul Esentepe*

## Training Course: Training Needs Assessment

Training Course code: MA235951 From: 16 - 20 November 2025 Venue: Istanbul (Turkey) - DoubleTree by Hilton Istanbul Esentepe Training Course Fees: 5500 ₺ Euro

### Introduction

In the face of rapidly changing work environments, organizations are under growing pressure to accurately identify skill gaps to ensure targeted and effective training programs. Training needs assessment is the cornerstone of strategic human resource development, providing a structured and scientific foundation for performance enhancement.

This training program, designed by Global Horizon Training & Consulting Center, equips participants with the necessary knowledge and skills to analyze competency gaps, prioritize training needs, and align them with strategic organizational goals to maximize training ROI.

### Objectives

By the end of this program, participants will be able to:

- Understand modern concepts and methodologies in training needs assessment.
- Analyze performance gaps at the individual, team, and organizational levels.
- Apply effective tools and techniques such as surveys, interviews, task analysis, and performance metrics.
- Develop strategic training plans based on analysis results.
- Present professional and convincing training recommendations to HR and senior management.

### Training Methodology

- Interactive presentations
- Real-life case studies
- Analytical and practical workshops
- Use of real assessment tools during sessions
- Group discussions and individual exercises

## Organizational Impact

- Improved efficiency in training and development resource allocation
- Better alignment between training plans and strategic goals
- Enhanced employee performance through precisely targeted programs
- Greater organizational adaptability to change and future needs
- Reduced redundancy and waste in irrelevant training initiatives

## Target Audience

- HR and training & development managers and specialists
- Workforce planning officers
- Performance and quality supervisors
- Team leaders and managers responsible for team development
- Professionals involved in designing need-based training programs

## Outlines

### Day 1: Introduction to Training Needs Assessment

- Definition and importance of training needs assessment
- Training based on need vs. traditional training
- Types of training needs: current vs. future
- Linking needs analysis to strategic organizational planning

### Day 2: Levels of Needs Assessment

- Organizational-level needs assessment
- Team/function-level needs assessment

- Individual-level gap analysis
- Using performance indicators to identify needs

#### Day 3: Data Collection Tools & Techniques

- Using surveys and interviews
- Job and task analysis
- Focus groups
- Document and report reviews

#### Day 4: Data Analysis and Prioritization

- Categorizing and analyzing results from assessment tools
- Identifying priority training gaps
- Preparing needs analysis reports
- Aligning assessment results with development paths

#### Day 5: Strategic Training Plan Development

- Translating assessment results into actionable training plans
- Setting training goals and recommendations
- Presenting training plans to decision-makers
- Comprehensive case study simulation for a real-world organization

## Registration form on the Training Course: Training Needs Assessment

Training Course code: MA235951 From: 16 - 20 November 2025 Venue: Istanbul (Turkey) - DoubleTree by Hilton Istanbul Esentepe Training Course Fees: 5500 € 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.