



*Training Course:  
The Training Analyst*

*9 - 13 November 2026  
Kigali (Rwanda)*

## Training Course: The Training Analyst

Training Course code: HR3001 From: 9 - 13 November 2026 Venue: Kigali (Rwanda) - Training Course Fees: 6350 € Euro

### Introduction

This program, designed by Global Horizon Training Center, focuses on the emerging and highly valuable field of training analysis within modern Learning and Development functions.

In today's results-driven environment, training must demonstrate clear business impact. This program provides participants with a comprehensive toolkit to measure, analyze, and evaluate training effectiveness using advanced methodologies and real-world applications. It introduces a structured approach to training analysis, enabling organizations to move beyond traditional practices toward measurable performance improvement and value creation.

Participants will gain a holistic understanding of the training function, including efficiency models, evaluation frameworks, and analytical techniques used by leading global organizations. The program emphasizes practical application, ensuring that participants can immediately implement what they learn in their workplace.

### Objectives

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

- Measure training effectiveness using advanced evaluation models
- Analyze trends and conduct training efficiency assessments
- Evaluate all aspects of training delivery and impact
- Measure competencies, skills, knowledge, and behavioral changes
- Demonstrate how training contributes to organizational performance
- Apply analytical tools to assess training outcomes at individual and organizational levels
- Use software tools to measure competency development and training impact

### Target Audience

- HR Professionals and Learning & Development Specialists
- Training Managers and Coordinators
- Training Budget Holders
- Organizational Development Professionals
- Succession Planning and Talent Development Specialists

### Outlines

#### Day 1: The Added Value Role of the Training Analyst

- Understanding the value of training within organizations
- The importance of measurable training outcomes
- Identifying internal customers and stakeholders
- Establishing auditable training processes
- Managing training costs and budgets
- Accountability for training expenditure
- Adding value through training activities
- Role of the training analyst

#### Day 2: Learning Processes and Barriers

- Learning styles and their impact on training effectiveness
- Measuring learning styles
- Personality and its influence on training outcomes
- Realistic expectations of training impact
- Overcoming learning barriers
- Retention and memory in learning
- Motivation and engagement strategies

#### Day 3: Designing and Structuring Training Programs

- Developing learning outcome objectives
- Writing effective training objectives
- Key documentation required for training programs
- Effective use of visual and instructional aids
- Environmental factors affecting learning room setup, sound, visuals
- Use of training media and video-based learning

#### Day 4: Training Analysis and Measurement Techniques

- Monitoring training budgets and cost efficiency
- Creating measurable value from training
- Understanding competency frameworks
- Measuring competency development and improvement
- Linking performance to competency
- Evaluating post-training improvements
- Using software tools for analysis and automation

#### Day 5: Measuring and Reporting Training Results

- Applying evaluation formulas and unit cost analysis
- Controlling and optimizing training activities
- The evolving leadership role of training functions
- Managing uncertainty in training outcomes
- Case studies on successful training evaluation
- Training as a potential profit center
- Role of post-training feedback and questionnaires
- Developing action plans for workplace implementation

## Registration form on the Training Course: The Training Analyst

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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
- 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  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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