



*Training Course:  
Mastering The Training Cycle*

*26 - 30 October 2026  
Kigali (Rwanda)*

## Training Course: Mastering The Training Cycle

Training Course code: HR234722 From: 26 - 30 October 2026 Venue: Kigali (Rwanda) - Training Course Fees: 6350 € 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 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

### 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

### Outlines:

Day 1: The Modern Approach to Training Needs Analysis

- What does a corporation want from training?
- How is HR responding?
- Linking Training more overtly to the Organizational Strategy and Business Plan
- 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 2: 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 differ?
- Quadrant Three: TNA for teams
- Tools for Analyzing Team Training Needs

#### Day 3: 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 4: Mastering the Evaluation Process

- Validation vs. Evaluation - what's the difference?
- Improving the Usefulness of the Validation Form / the Top 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 Do It
- Practical Tips in Evaluating Training

#### Day 5: 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

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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  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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