



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

*21 - 25 December 2026
London (UK)*

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

Conference code: CO8024 From: 21 - 25 December 2026 Venue: London (UK) - Conference Fees: 6300 € Euro

Introduction

This conference focuses on improving the effectiveness of Training Needs Analysis TNA and training evaluation processes. It introduces modern tools, models, and methods that help training professionals identify learning needs more accurately, prioritize training requests, and measure training impact in a structured and evidence-based way. The program also highlights how to demonstrate the real value of training to organizations using practical and measurable approaches.

Objectives

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

- Identify and be able to use the 4 level model for doing a 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

Target Audience

- Training & Development Managers
- HR Managers & L&D Specialists
- Training Administrators
- Organizational Development Professionals
- HR Business Partners
- Learning Analysts
- Professionals responsible for training planning and evaluation
- Anyone involved in workforce development and capability building

Outlines

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 requirement 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 there 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 Conference: Mastering Training Needs Analysis and Training Evaluation - Fast Track

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