



*Training Course:
Mastering The Training Cycle*

*11 - 15 May 2026
Kigali (Rwanda)*

Training Course: Mastering The Training Cycle

Training Course code: HR234722 From: 11 - 15 May 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

Methodology

This training course will utilize a spread of proven learning techniques to make sure maximum understanding, comprehension, retention of the knowledge presented. The training course is conducted via a complicated Learning Platform within the comfort of any location of your choice.

Organizational Impact

A few of the advantages the organization will gain are:

- Having a typical and auditable approach to training
- Having a way higher success rate and identifying the proper training through a process approach to TNA and evaluation
- Having concrete information which can show clearly the worth of coaching to the organization
- Having confident and competent training staff thinking and operating more sort of a business partner
- Having an approach to evaluation which can provide consistent results

Personal Impact

The benefits individuals will gain from this training seminar are

- Getting the entire tool box to be ready to do accurate TNA and Evaluation
- Being easier in using data from a variety of sources to tell the necessity for training and to raised measure the outcomes of coaching
- Gaining sufficient expert guidance to be ready to implement immediately what has been taught and put it into operation
- Gaining the arrogance needed to be ready to make a difference within the company
- Being ready to demonstrate the immediate value of this course on return to the workplace
- Knowing the tools to be ready to operate more sort of a business partner Target Audience
- Anyone in training or HR who must master either TNA or evaluation
- HR Professionals who got to understand how training are often measured
- Those curious about maximizing the training budgets
- Those liable for training budgets and who got to know what's required
- Training Managers
- Training Coordinators
- Supervisors who are involved training and development

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
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