Training Needs Analysis

Date	Venues	($)Fees	Book your seat
21 Dec -25 Dec 2025	Dubai	2900	Register Now

Course objectives:

- Understand and use four different approaches to identifying training needs
- Understand merits and disadvantages of each system

Who should attend?
Training managers, training coordinators, working on the preparation of the training plan.

Course Outline:

Basic approaches to identifying training needs:

- Performance Analysis
- Task Analysis
- Competency Study
- Training Needs Survey
- Comparative Study

Training Needs Survey:

- Using Questionnaires
- Interviewing Managers
- Analyzing Data

Competency Study:

- Collecting Data
- Utilizing Competency Framework

- Using Levels

Task Analysis:

- DACUM
- Creating Tables
- Assessing Performance

Performance Analysis:

- Training Teams
- Observing average and above average performance
- Building a model

Using Appraisal Data:

- Identifying Trends
- Using Clusters
- Differentiating between training and coaching needs

WORKSHOP STYLE:

This will be a participative workshop with a mix of interactive learning sessions, exercises and discussions aimed to provide maximum impact and learning retention for all delegates.

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