

# MANAGEMENT DEVELOPMENT PROGRAMMES

## HUMAN RESOURCE

Course Title	:	<b>TRAINING &amp; LEARNING NEEDS ANALYSIS IN PRACTICE</b>
Course Code	:	HR: T&LNAiP
Course Overview	:	There is an increasing recognition of the need for effective learning and training to deliver corporate strategy. This course looks at when an analysis is appropriate, how it might be conducted, how the outcomes can be linked back to the organisation's strategy and how evaluation of training and learning can be addressed before any plans are implemented.
Target Audience	:	HR and development specialists, or other managers, who want to have effective and competent people in their organisations through a planned approach to development.
Selected Session Topics	:	<ul style="list-style-type: none"> <li>- <b>Why undertake a training / learning need analysis</b></li> <li>- <b>Analysis in practice</b></li> <li>- <b>Triggers for the analysis</b></li> <li>- <b>Methods, tools and instruments</b></li> <li>- <b>Briefing participants and managing expectations</b></li> <li>- <b>Analysing results</b></li> <li>- <b>Strategies for learning</b></li> <li>- <b>Evaluation criteria and methods</b></li> <li>- <b>The action plan</b></li> </ul>
Key Take Away	:	<ul style="list-style-type: none"> <li>- Understanding the need for a training / learning needs analysis.</li> <li>- Able to relate the analysis to organisational strategy.</li> <li>- Discover the range of tools and techniques available.</li> <li>- Learn how to conduct a structured training / learning needs analysis.</li> <li>- Getting evaluation criteria in place as part of the analysis.</li> <li>- Managing expectations.</li> <li>- Presenting the results.</li> </ul>

