

## Developing a Training Needs Analysis

The right training at the right time can make a huge difference in the productivity and profitability of your organization. Whether you are scanning your workplace for opportunities to make things better and training is the answer, or a client asks you to come into their organization and do an assessment, your answer is best framed in the form of a training needs analysis. Your ability to create an analysis that is comprehensive yet simply prepared is critical for it to be understood and acted upon. This one-day workshop will help you to gather the information, assess the data, and present your suggestions for training or non-training solutions.

This one-day workshop will help you teach participants how to:

- Understand the value of creating a training needs analysis
- Apply the ICE method to assess the situation and build a training needs analysis
- Create a simple yet thorough training needs analysis for their organization or client

### Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

### A Closer Look at the Training Needs Analysis

To begin, participants will learn what a training needs analysis is all about. They will also be introduced to the ICE process.

### Collecting Data

In this session, participants will be introduced to some data collection methods using current and future state descriptions as the framework.

### Diving Deeper Into the Data

Next, participants will learn how to use several key analysis tools, including the McKinsey 7S model and SWOT analysis. They will also complete an in-depth case study to apply what they have learned.

### Creating the Report

This session offers a brief look at the structure of the training analysis report.

### Taking Action

In this final session, participants will apply what they have learned to their pre-assignment scenario. They will also learn about designing evaluations to support the training process.

**Workshop Wrap-Up**

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.