TRAINING TITLE
IDENTIFYING TRAINING NEEDS ANALYSIS AND PREPARING DEVELOPMENT PLAN
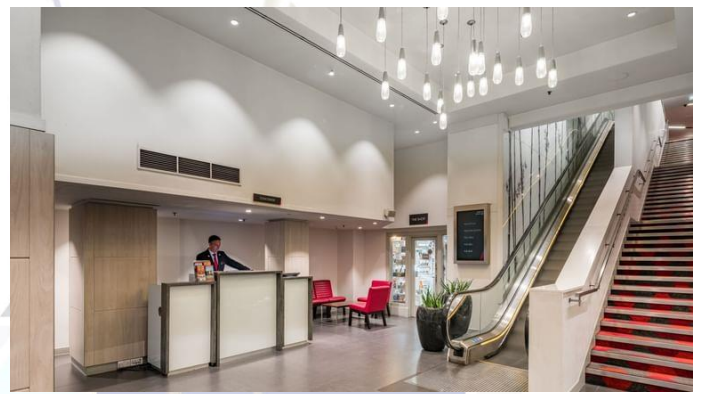
TRAINING DURATION
5 days

TRAINING VENUE AND DATES

ML100	Identifying Training Needs Analysis And Preparing Development Plan	5	12 - 16 February, 2024	$6,500	London, UK

Venue:In the 5-star hotel: Thistle Marble Arch Hotel, London,UK.

TRAINING FEES
$6,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks & refreshments.

TRAINING CERTIFICATE
Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING OVERVIEW
TRAINING DESCRIPTION
Training and development skills are the key for changing developmental activities from cost, to investment. Participants will be introduced to different skills for identifying needs for the training or development, designing training program, and managing the training program. Participants will understand the best-fit evaluation for a [program, and how to calculate the return on investment from program

TRAINING OBJECTIVES
- The training and development process
- ISD model of training and development
- Coordinating training activities
- Evaluate training providers and prepare a training RFP (Request for proposal)
- Create a work environment that will facilitate transfer of training
- Return on Investment

Participants will be able to:
- Identify training and developmental needs
- Decide on the best program to select
- Understand ISD method for developing a training program.
- Able to evaluate a program.
- Able to calculate the expected return on investment from a program

WHO SHOULD ATTEND?
- HR professionals
- Training coordinators
- Managers, supervisors and group leaders

TRAINING METHODOLOGY:
A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivate everybody to find the right answers. You will also be encouraged to raise your own questions and to share in the development of

the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on a daily basis to examine the effectiveness of delivering the course. Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussion

DAILY OUTLINE

DAY 1: The training and development process

- Defining terms
- Training
- Development
- Human resource development
- Benefits of training and development
- Training as an investment
- ROI
- Main reasons training programs fail

DAY 2: ISD model of training and development

- Instructional Systems Development (ISD)
- Needs analysis
- Training design and delivery
- Training evaluation

DAY 3: Coordinating training activities

- Preparing a training tasks timeline
- Training announcement templates
- The training sites
- Seating arrangement
- Opening training courses
- Training logistics checklist
- Welcome message www.definetraining.com

DAY 4: Evaluate training providers and prepare a training RFP (Request For proposal)

- Feedback forms Post training action plans
- Monitoring course progress
- Closing training courses
- Certificates
- Closing speech and reminders

DAY 5: Create a work environment that will facilitate transfer of training

- To buy or to design
- Objectives of the training

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- The availability of professional
- The complexity of the training.
- How often you will need to train.
- How many people will be trained each session?
- Do you need a certificate for the training is another variable?
- Off-the-shelf, customized or in-house development

NOTE:

Pre & Post Tests will be conducted.

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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