



# Institute for Capacity Development (ICD)

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## Training Needs Analysis and Staff Development

### Objectives

On completion of the course, participants should be able to:

- Analyze the position of a training and development function within an organization
- Determine a Training Needs Analysis
- Describe the purpose of skills auditing
- Discuss the concepts of the learning organization and organizational learning.
- Design a training or development program to address performance concerns.
- Identify when to perform a TNA.
- Develop professionalism in the training function.
- Prioritize new training requirements.
- Evaluate alternative approaches to staff development using cost benefit and cost effectiveness analyses techniques

### Target Groups

- HR Managers
- Training Coordinators
- Directors
- Training Officers
- HR Consultants
- Personnel and HR Officers/Coordinators
- Newly appointed Training Consultants and advisors

### Course Outline

- Management skills and principles
- General Occupational Analysis
- Training Needs Analysis
- Individual Skills Auditing
- Group Skills Auditing
- Individual Competency Gap Analysis
- Group Competency Gap Analysis
- Simple Knowledge-Based Training Analysis And Evaluation
- Assessing and Analysing Training Needs
- Benchmark your training department.
- Assess the impact of current business needs on human performance.
- Evaluate existing training.

- New Training requirements
- Identify gaps between identified needs and current training.
- Outline content for new training.
- Institutional Training Plan
- Identifying new training requirements.
- Develop an Implementation Plan.
- Preparing a budget for the implementation.
- Creating Training Schedule.
- Evaluation of Training Material
- Successful Training
- Designing an Organisational Training Program
- Carrying out the Training Needs Analysis
- Action Planning in Skills Auditing and Analysis
- Training and developing employees
- Employee Training and Development
- Designing training plans
- Knowledge Management
- Training and Development strategies
- IT Skills
- Action planning

Dates: 03<sup>rd</sup> – 14<sup>th</sup> September 2018

Cost: US\$2850/delegate

Duration: 2 weeks

Venue: Pretoria, RSA