informatech

HUMAN RESOURCES AND TRAINING | HRT-045

Identifying Training Needs and Evaluating Training

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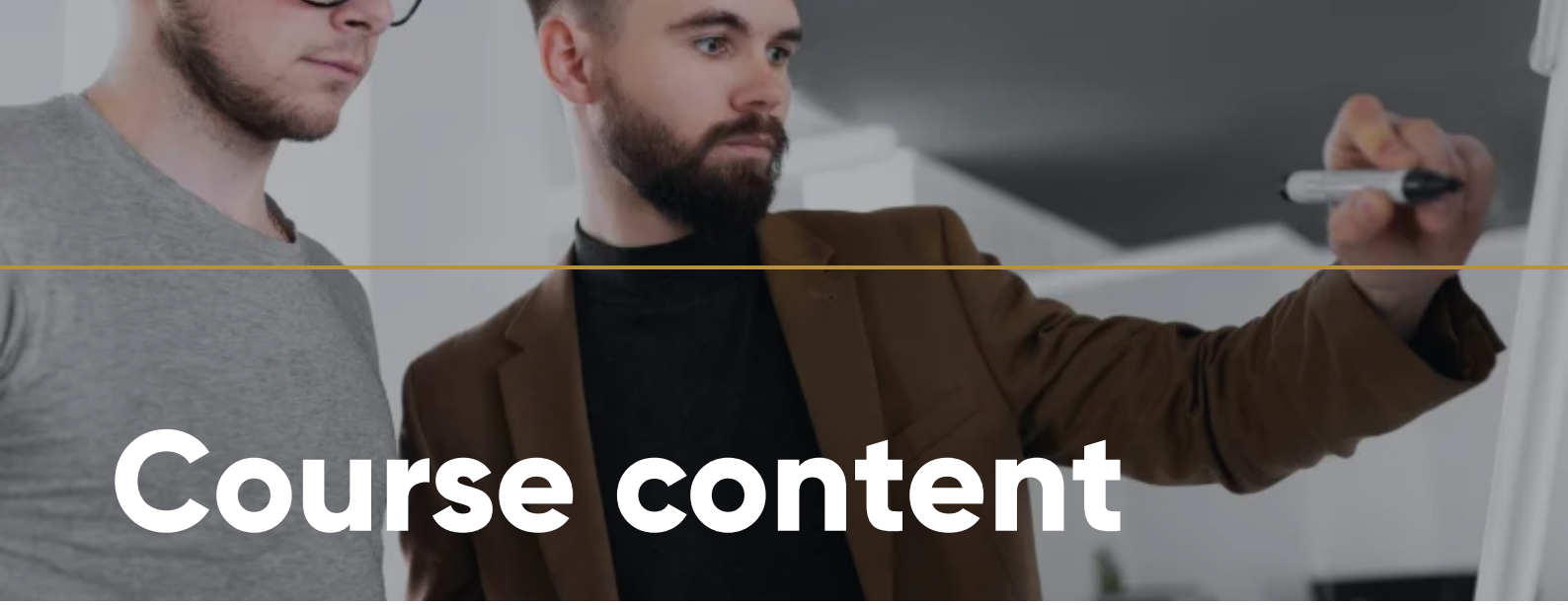


Course content

Why Attend

Why Attend Organizations achieve better performance when training programs are based on real needs and measured outcomes. This course provides participants with practical methods to identify skill gaps, prioritize learning requirements, design targeted development plans, and evaluate training effectiveness to ensure maximum return on investment.

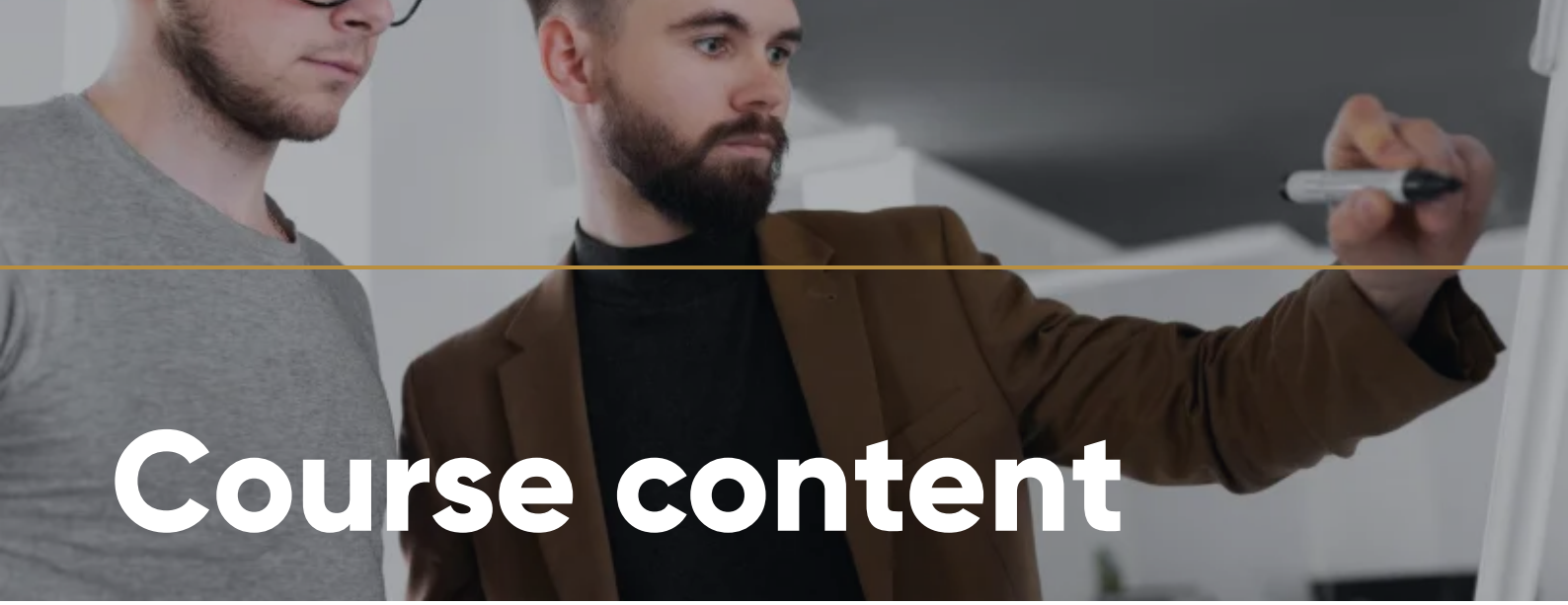
Course Methodology This course uses an interactive and practical approach through presentations, case studies, group discussions, assessment tools, workshops, evaluation exercises, and real workplace examples.

Course Objectives

- Understand the importance of training needs analysis
- Identify organizational, team, and individual training needs
- Use effective tools for skills gap assessment
- Prioritize learning and development requirements
- Develop targeted training plans
- Apply methods to evaluate training effectiveness
- Measure training impact on performance
- Improve return on training investment

Target Audience

- HR Professionals
- Training and Development Officers
- Learning and Development Specialists
- HR Managers
- Department Managers



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Target Audience

- Supervisors and Team Leaders
- Anyone responsible for employee development

Target Competencies

- Training Needs Analysis
- Performance Assessment
- Data Collection
- Evaluation Techniques
- Planning Skills
- Analytical Thinking
- Reporting Skills
- Continuous Improvement

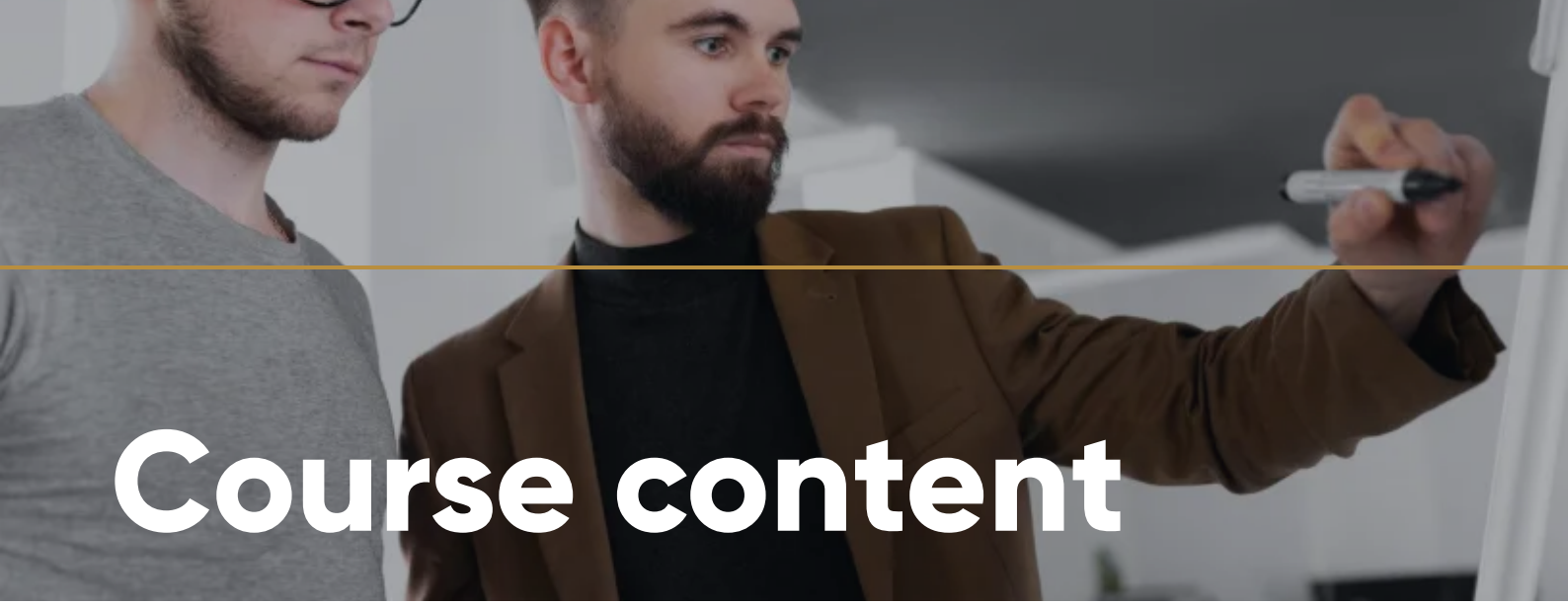
Course outline

Day 1: Fundamentals of Training Needs Analysis

- Importance of training needs identification
- Linking training to business goals
- Types of training needs
- Organizational vs individual needs
- Common training challenges
- Building a needs analysis framework

Day 2: Methods for Identifying Training Needs

- Performance appraisal data analysis



Course content

Course outline

- Surveys and questionnaires
- Interviews and focus groups
- Skills assessments and competency reviews
- Observation techniques
- Prioritizing training requirements

Day 3: Developing Training Plans

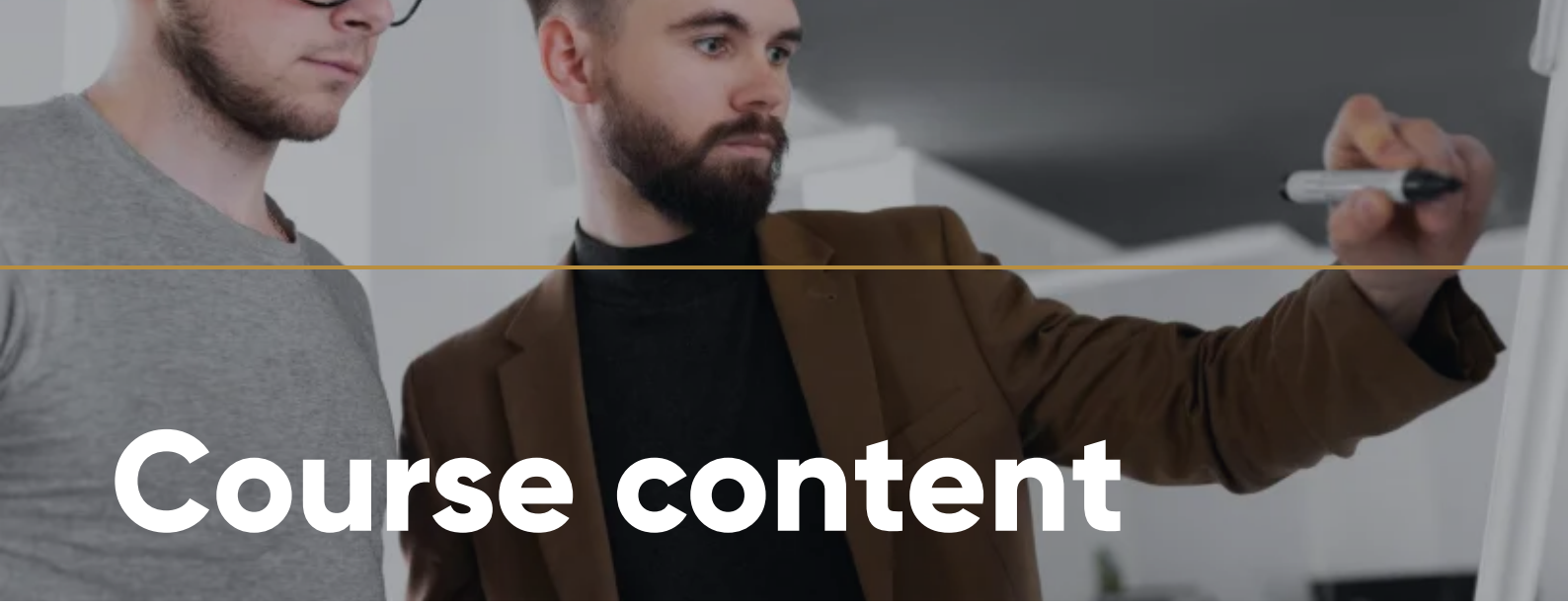
- Converting needs into learning objectives
- Selecting suitable training methods
- Creating annual training plans
- Budgeting training initiatives
- Scheduling and resource planning
- Gaining management support

Day 4: Evaluating Training Effectiveness

- Importance of training evaluation
- Levels of training evaluation
- Measuring participant reaction and learning
- Measuring behavior change at work
- Measuring business impact
- Collecting evaluation data effectively

Day 5: Measuring ROI and Continuous Improvement

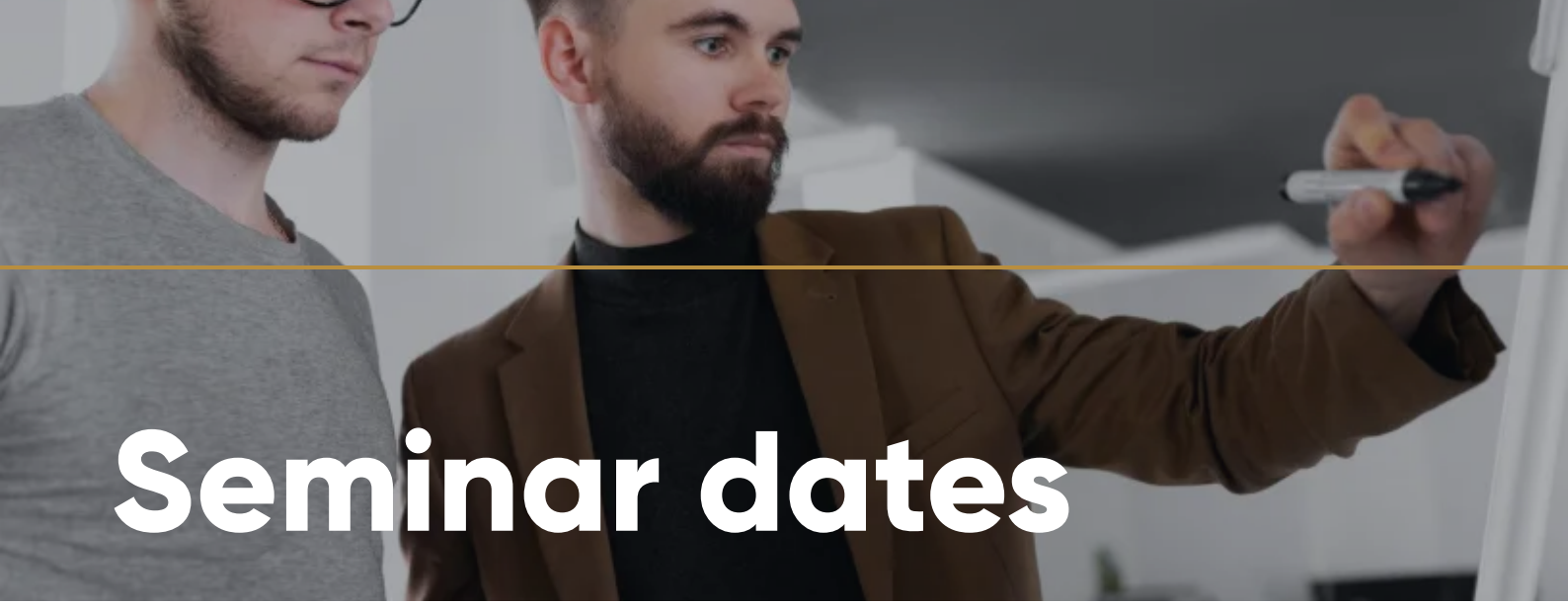
- Return on investment in training
- Preparing evaluation reports



Course content

Course outline

- Using feedback to improve programs
- Benchmarking training performance
- Building a continuous learning culture
- Final workshop: Create a training needs and evaluation plan



Seminar dates

Available seminar dates

Live dates and pricing for Identifying Training Needs and Evaluating Training generated from the course details page.

Date	Location	Format	Fee
6 - 10 July 2026	London - U.K	Classroom	**€4,200.-**
10 - 14 August 2026	Barcelona - Spain	Classroom	**€4,250.-**
31 August - 4 September 2026	Munich - Germany	Classroom	**€4,250.-**
14 - 18 September 2026	London - U.K	Classroom	**€4,250.-**
5 - 9 October 2026	Amsterdam - Netherlands	Classroom	**€4,250.-**
16 - 20 November 2026	Paris - France	Classroom	**€4,500.-**
7 - 11 December 2026	Munich - Germany	Classroom	**€3,450.-**
21 - 25 December 2026	London - U.K	Classroom	**€4,250.-**

Live online option	Online delivery is available at €1,850.-.