



# COLLEGE AFRICA GROUP

Discover your Potential

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## College Africa Group – Developing a Training Needs Analysis

The right training at the right time can make a huge difference in the productivity and profitability of your organisation. 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 organisation 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 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 organisation or client

### **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.

#### **Contact**

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