



# Great North Business Incubator

Stop Hunger. Join us for Sustainable Development

## Master Class Training Needs Analysis short course

Needs assessment is a very important phase in the ETD process, since a proper needs assessment forms the basis of an effective ETD intervention.( Karen Jerling)

### Overview

The identification of training needs in many organisations has been a traditionally been the preserve of the human resource or training department. The department staff have usually gone through the motions of consulting the potential trainees and their managers or supervisors, identified training needs and conducted training on a reactive basis to justify the existence of the training department.

This Masterclass training needs short course is organised along the following lines: the concepts of, "needs" and analysis" are examined and integrated; the importance of needs analysis in the development of workplace skills plans and the design of training programmes and the various parties who should be involved in the needs analysis process are discussed. Types of analysis and methods of gathering data are described and number of techniques are introduced, and examples of situations where the various techniques can be used are given

### Learning Outcomes

- ❖ Explain the separate concepts of needs and analysis, integrate these concepts and propose a definition of needs analysis.
- ❖ Justify the purpose and importance of needs analysis in the development of workplace skills plans and in the design of training/ learning programmes
- ❖ Distinguish between three levels of training needs
- ❖ Indicate the key steps in generic model of the needs analysis process
- ❖ Identify various methods of gathering data for the purpose of conducting a needs analysis and compare the efficacy of each
- ❖ Identify key stakeholders who should be involved in training needs analysis
- ❖ Critically evaluate which would be the most appropriate analysis technique in a variety of situations
- ❖ Develop and conduct a needs analysis in the work situation using one or more techniques

### Target group

The course is designed for company executives, senior managers, middle managers, HR Managers, Training Managers/ Officers, marketing managers, business development managers, Consultants, CEOs general managers , Executive

Directors, Investment portfolio managers in the corporate business sector, government, NGO , Banks, Insurance , Public Medical Aid association and State Owned companies.

## Programme Structure

### Module One ; Terminology definition

### Module two : Rationale for needs analysis

### Module 3 : The stakeholders in training needs analysis

### Module 4 : The needs -analysis process

- ❖ Collect information on an ongoing basis to identify potential issues
- ❖ If an issue or performance problem is identified, consult with management
- ❖ If training-related, identify relevant criteria
- ❖ Select a data collection method and procedures appropriate to the problem being analysed
- ❖ Written surveys or questionnaires
- ❖ Diagnostic instruments
- ❖ Interviews
- ❖ Focus groups
- ❖ Training Committees
- ❖ Performance appraisals
- ❖ Critical Incident analysis

### Module 5 : Other types of Analysis

- ❖ Organisation or situation analysis
- ❖ Target population analysis
- ❖ Task analysis
- ❖ Skills and competency analysis
- ❖ Attitude analysis

## Course Details

Course One Start Date	18 March 2019- 22 March 2019
Course Two Date	13 May 2019 – 17 May 2019
Course Three Date	5 August 2019- 19August 2019

Course Four Date	14 October 2019- 18 October 2019
Price Per Person	\$ 2 150 Vat included
Accommodation	Ranges from \$55 Per day per delegate for 7 days including bed and breakfast