

Training
Course

Training Need Analysis

Course Plan

Introduction

Training Need Analysis (TNA) is a vital process for identifying the skills, knowledge, and abilities required by employees to perform their jobs effectively. By assessing gaps in competencies and aligning training programs with organizational goals, TNA helps organizations achieve improved performance, productivity, and overall success. This course provides participants with the tools and methodologies to conduct a comprehensive Training Needs Analysis, assess individual and organizational learning gaps, and design effective training programs that drive results. Participants will gain hands-on experience in applying TNA techniques, allowing them to develop tailored training strategies that meet the needs of their workforce and organizational objectives.

Course Objectives:

- ✓ Understand the concept and importance of Training Need Analysis (TNA).
- ✓ Learn how to identify and assess training needs at both individual and organizational levels.
- ✓ Master various techniques for collecting data related to training needs (surveys, interviews, focus groups, etc.).
- ✓ Gain the ability to prioritize training needs based on business objectives.
- ✓ Develop skills to create effective and targeted training programs based on identified needs.

- ✓ Learn how to assess the effectiveness of training programs through proper evaluation.
- ✓ Understand the role of TNA in improving overall organizational performance and achieving business goals.
- ✓ Explore best practices and methodologies for conducting a TNA in different organizational settings.

Who Should Attend?

- Human Resources Managers and Specialists
- Training and Development Managers
- Learning and Development Coordinators
- Organizational Development Professionals
- Team Leaders and Supervisors

Training Methods:

- ✓ Online Video material.
- ✓ Presentation.
- ✓ Live Interactive sessions.
- ✓ Course presenter will make extensive use of all tools that will be needed for the virtual environment.
- ✓ Questions & Answers

Course Outline:

Day One

- Introduction to Training Need Analysis (TNA)
- The Importance of TNA in Organizational Development
- Key Objectives of Conducting a TNA
- Types of Training Needs: Individual, Team, and Organizational
- Identifying Organizational Goals and Aligning Training Needs

Day Two

- Understanding Skills Gaps and Performance Deficiencies
- The Role of TNA in Improving Employee Performance
- Steps Involved in Conducting a Comprehensive TNA
- Methods for Collecting Data: Surveys, Interviews, and Focus Groups
- Data Analysis Techniques for Identifying Training Needs

Day Three

- Assessing Current Skill Levels and Competency Gaps
- Creating Job Descriptions and Role Profiles to Identify Training Needs
- Using Competency Frameworks for TNA
- Prioritizing Training Needs Based on Impact and Urgency
- Aligning Training with Organizational Strategy and Culture

Day Four

- Developing a Training Plan Based on TNA Findings
- Designing Tailored Training Programs to Address Identified Needs
- Selecting the Right Training Delivery Methods Based on Needs
- Evaluating the Effectiveness of Training Programs Post-Delivery
- Continuous Monitoring and Review of Training Needs

Day Five

- The Role of Feedback in the TNA Process
- Overcoming Common Challenges in Conducting TNA
- Integrating TNA with Performance Management Systems
- Case Studies: Successful TNA Implementation in Various Industries
- Future Trends in Training Need Analysis: Technology and Data-Driven Insights

Training Details

Course Duration	5 Days
Pre-Schedule	6 – 10 Oct 2025
Venue	Doha – Al.Messila Luxury Collection
Training Fees Per Person	KWD 1600 (One Thousand Six Hundred Only)
Course Fees Include	<ul style="list-style-type: none"> ✓ Tuition documentation ✓ Curriculum and Training Handout ✓ Five star Lunch ✓ Completion Certificates