



aractech

Global Learning for Operational Leaders

HUMAN RESOURCES AND TRAINING | HRT-045

Identifying Training Needs and Evaluating Training

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Course content

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

Target Audience

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

Course outline

Detailed course outline

Day-by-day outline for Identifying Training Needs and Evaluating Training.

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

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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

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Day 5 - Measuring ROI and Continuous Improvement

- Return on investment in training
- Preparing evaluation reports
- 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
8 - 12 June 2026	Kuala Lumpur	Classroom	€1,575
6 - 10 July 2026	London	Classroom	€2,940
10 - 14 August 2026	Barcelona	Classroom	€2,975
31 August - 4 September 2026	Munich	Classroom	€2,975
14 - 18 September 2026	London	Classroom	€2,975
5 - 9 October 2026	Amsterdam	Classroom	€2,975
16 - 20 November 2026	Paris	Classroom	€3,150

Live online option

Online delivery is available at €1,250.