



## The Training Analyst

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## Introduction:

The topic of training analysis is a new and interesting area in today's world class training functions. This program specifically covers all the main areas of analysis including training evaluation. Persons attending this program will have a complete set of analysis tools and many worked examples, which can be easily applied in the work place. These tools are essential to any training function.

## Who Should Attend?

- Budget holders for training, HR Personnel, Training specialists, training co coordinators and any line manager or supervisor who wants to see analytical results from training
- In addition anyone in the organization who wishes to see how the effectiveness of all areas of training can be measured

## Program Objectives:

**Participants attending the program will:**

- Apply analysis techniques to 5 critical areas which contribute to effective training
- Be able to measure the effectiveness of the 4 types of business training
- Be able to demonstrate trends and do efficiency analysis
- Be able to set up and effectively measure any element of delivered training
- Demonstrate how trend changes can benefit the organization
- Be able to measure competency by, department or company wide
- Use the latest evaluation model

## Program Outline:

### **DAY 1 - Why training analysis is critical**

- Program introductions and objectives
- The five key areas of training activity –using a model
- The four key areas of training spend – how to establish unit costs for analysis- group exercise and practical examples
- Analysis that's needed to show if a training function is efficient –or not
- Review

### **DAY 2 - The five key areas of training delivery-the training process**

- How to use the 10 step process – practical group exercise
- Business expectations compared with training results –case study
- Analysis methods for training materials
- Analysis methods for training delivery and for trainees – what information is useful to keep.
- Understanding evaluation and being able to apply it –worked examples
- Review

### **DAY 3 - Practical examples of trend analysis**

- What trends are worth analyzing? – Practical group exercise
- In house and external training –understanding their relationship and value
- How to do the analysis and how to produce results –group exercise and case study – complete worked examples will be provided

### **DAY 4 - Applying a process approach to evaluation**

- What would improve training effectiveness, pedagogical v agrological methods – training duration – incentives and the role and positioning of testing

- Management accountability for training implementation –competencies and the impact of evaluation
- Should all training be subjected to evaluation?
- Where and how to get measurement to provide outstanding results
- Review

### **DAY 5 - Applying analysis techniques back in the work place**

- Group quiz
- Dealing with variance and uncertainty during analysis
- Succession planning and its effectiveness
- What to do with poor performers
- Back at work plans