

# **HRODC Postgraduate Training Institute**

## **A Postgraduate-Only Institution**

**056**

**Training Needs Analysis:  
Determining Training Needs  
Course or Seminar**

**Leading To:**

**DIPLOMA – POSTGRADUATE IN  
*Training Needs Analysis*  
*Accumulating to***

**POSTGRADUATE DIPLOMA  
Progressing To A Masters Degree –  
*MBA – MSc - MA***

### **Course Coordinator:**

**Prof. Dr. R. B. Crawford – Director of HRODC Ltd. and Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:**

- Doctor of Philosophy {(PhD) (University of London)};
- MEd. Management (University of Bath);
- Advanced Dip. Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of Academy of Management (MAoM), within the following Management Disciplines:
  - Human Resources;
  - Organization and Management Theory;
  - Organization Development and Change;
  - Research Methods;
  - Conflict Management;
  - Organizational Behavior;
  - Management Consulting;
  - Gender & Diversity in Organizations; and
  - Critical Management Studies.
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Life Member of Malaysian Institute of Human Resource Management (LMIHRM);
- Member of ResearchGate Community;
- Member of Convocation, University of London;
- Professor HRODC Postgraduate Training Institute.

### **Prof. Crawford was an Academic at:**

- University of London (UK);
- London South Bank University (UK);
- University of Greenwich (UK); and

- University of Wolverhampton (UK).

## **For Whom This Course is Designed**

### **This Course is Designed For:**

- Human Resource Managers;
- Human Resource Professionals;
- Employee Development Managers,;
- Talent Management Officials;
- Line Managers;
- Training Managers;
- Training Coordinators and Administrators;
- Supervisors;
- Officers;
- Business owners;
- Those who would like to gain knowledge and understanding about the concept of Training Needs Analysis.

**Duration:5 Days**

**Cost:£5,000.00Per Delegate**

### **Please Note:**

- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

### **Cost includes:**

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- **Diploma – Postgraduate – in Training Needs Analysis;** or
- Certificate of Attendance and Participation – if unsuccessful on resit.

## **HRODC Postgraduate Training Institute's Complimentary Products include:**

1. HRODC Postgraduate Training Institute's **Leather Conference Folder**;
2. HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad**;
3. HRODC Postgraduate Training Institute's **Key Ring/ Chain**;
4. HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
5. HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course Material;
6. HRODC Postgraduate Training Institute's **Metal Pen**;
7. HRODC Postgraduate Training Institute's **Polo Shirt**.

\*\*Please see product images, as a separate file - Complimentary Products For Students and Delegates, from HRODC Postgraduate Training Institute.\*\*

**Daily Schedule:**9:30 to 4:30 pm.

**Location:** **Central London and International Locations**

## **Course Programme for Training Needs Analysis: Determining Training Needs Leading to Diploma-Postgraduate in Training Needs Analysis**

### **Course Objectives**

By the conclusion of the specified learning and development activities, delegates will be able to:

- Demonstrate a heightened understanding of the underlying notions of organisational development and establish how a successful training needs analysis can lead towards organisational development;
- Describe training in the aspect of macro and micro organisational development;
- Identify the rationale for and definition of Training Needs Analysis (TNA);
- Demonstrate a heightened understanding of how organisational training needs analysis, subsystem training needs analysis and individual training needs analysis are conducted;
- Enumerate the approaches, methods and techniques of TNA and discuss each;

- Distinguish among education, training and development as important organisation investment;
- Determine the organisation's opportunity costs in providing education, training and development among its employees;
- Establish the efficiency gains derived by an organisation out of education, training and development of its employees;
- Explain what Assessment Centres are and the way in which the information from them might be used as a basis for determining individual competency levels;
- Highlight the value of Training Needs Survey in training needs analysis;
- Determine how Task Competencies Analysis Report can be used in enhancing the effectiveness of departmental and individual training needs analysis.

## **Course Contents, Concepts and Issues**

### **Part 1: Contextualising Training Needs Analysis**

- Organisational Development in Context;
- Training an Macro Organisational Development;
- Training an Micro Organisational Development;
- Rationale for Training Needs Analysis (TNA);
- Training Needs as Gaps;
- Organisational Training Needs Analysis;
- Subsystem Training Needs Analysis;
- Individual Training Needs Analysis;
- Approaches to Training Needs Analysis;
- Methods of Training Needs Analysis.

### **Part 2: Education, Training and Development as Investment**

- Difference between Education, Training and Development;
- Education, Training and Development, and 'Opportunity Cost';
- Education, Training and Development for 'Efficiency Gains';
- Defining Efficiency Gains;
- Measuring Efficiency Gains;

### **Part 3: Learning in Organisations and Organisational Learning**

- The Organisational Learning Process;
- The Individual Learning Process;
- The Importance of Focus Groups in the Learning Process;
- The Action Learning in Organisational Learning;
- The 'Learning Organisation' and its facilitation of Organisational Development;

### **Part 4: Utilising Possible Sources of Information in Training Needs Analysis (TNA)**

- Strategic Plans;
- Tactical Plans;
- Operational Plans;
- Strategic Operational Review;
- Human Resource Plan;
- Succession Plan;
- Human Resource Audit;
- Critical Incident Reports;
- Individual Performance Appraisal Reports;
- Personnel Deployment Charts;
- Business Plans;
- Job Evaluation or Job Tasks and Role Analysis;
- Client or Customer Feedback;
- 360 Degrees Feedback;
- Supervisory Reports;
- Critical Incident Report;
- Training Needs Analysis Questionnaires;
- Assessment Centres;
- Training Needs Survey;
- Task Competencies Analysis Report.

## **Service Contract, incorporating Terms and Conditions**

Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.

[https://www.hrodc.com/Service\\_Contract\\_Terms\\_and\\_Conditions\\_Service\\_Details\\_Delivery\\_Point\\_Period\\_Cancellations\\_Extinuating\\_Circumstances\\_Payment\\_Protocol\\_Location.htm](https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm)

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

**Prof. Dr. R. B. Crawford - Director HRODC Postgraduate Training Institute**