



# دورة متقدمة في تقييم و تحليل الاحتياجات التدريبية و تطوير قسم التدريب



## دورة متقدمة في تقييم و تحليل الاحتياجات التدريبية و تطوير قسم التدريب

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### Training Needs Assessment TNA Training Course Overview:

The "Training Needs Assessment TNA Training Course" is an immersive, five-day program designed to elevate your understanding of training needs in organizational settings. The course focuses on the training department structure, HR department training and development, and goes into detail on the training department organizational chart. It highlights how to effectively implement the ADDIE model in a training department while aligning with training department goals. Through real-world examples, the course aims to define the roles and responsibilities of a training department. Participants will gain hands-on experience in conducting training needs assessment TNA and will be introduced to tests and assessments. The program integrates job analysis methods to ensure the right content fit between job requirements and training

### Target Audience:

- Training Managers.
- Training Specialists and Coordinators.
- HR Professionals.
- Learning and Development Coordinators.
- Learning and Development Managers.
- Department Heads looking to identify training needs.

### Targeted Organizational Departments:

- Training Department
- HR Department
- Industrial Training Department
- Operations Department

## Targeted Industries:

- Manufacturing
- Healthcare
- Information Technology
- Education
- Government

## Course Offerings:

- Understand and build a training department organizational structure.
- Perform job analysis to identify gaps in skills and training.
- Draft a compelling training department vision statement.
- Master various methods to identify training and development needs.

## Training Methodology:

This course employs a rich blend of methodologies, ensuring the application of both theoretical and practical knowledge. The program leverages case studies that simulate real-world scenarios in an industrial training department. Participants will engage in group work activities designed around training needs analysis vs training needs assessment and the assessment of training needs in various cultural contexts, including a cultural diversity training program needs assessment. Interactive sessions will be conducted to discuss the difference between organizational commitment and employee engagement. The course will also have regular feedback sessions for continuous improvement.

## Course Toolbox:

- Training department organizational chart templates
- Job Analysis Checklist
- Online resources for further learning
- Self-assessment tests and quizzes

## Course Agenda:

## **Day 1: Assessing and Analyzing Your Training Function**

- Topic 1: Introduction to Assessing Your Present Training Function
- Topic 2: Key Metrics for Analyzing Your Training Department's Effectiveness
- Topic 3: Methods for Assessing the Training Department's Organization
- Topic 4: Understanding the Training Department Organizational Chart
- Topic 5: Implementing the ADDIE Model in a Training Department
- Reflection & Review: Revisiting the Training Department Structure and Goals

## **Day 2: Planning and Procedures for Needs Identification**

- 1: Distinguishing Between Organizational and Employee Training Needs
- Topic 2: Criteria for Identifying Possible Areas in Which People Need Training
- Topic 3: Planning Methodologies to Identify Training Needs
- Topic 4: Implementing Procedures for Identifying Training Needs
- Topic 5: Introduction to Training Needs Assessment vs Training Needs Analysis
- Reflection & Review: Differentiating Between Training Needs Analysis vs Training Needs Assessment

## **Day 3: Implementing Methods to Gather Information Part 1**

- Topic 1: Conducting Standard Interviews for Needs Identification
- Topic 2: Utilizing Job Analysis Grid Interviews
- Topic 3: Implementing the Need-to-Know Process
- Topic 4: Setting Performance Standards for Training Effectiveness
- Topic 5: Introduction to Job Hazard Analysis and Safety
- Reflection & Review: Integrating Performance Standards and Job Analysis in TNA

## **Day 4: Implementing Methods to Gather Information Part 2**

- Topic 1: Incorporating Meetings for Collective Needs Assessment
- Topic 2: Designing and Utilizing Questionnaires for TNA
- Topic 3: Implementing Tests and Assessments in the TNA Process
- Topic 4: Utilizing Combination Methods for Comprehensive Assessment
- Topic 5: The Role of Cultural Diversity in Training Program Needs Assessment
- Reflection & Review: Review of Various Information Gathering Techniques

## Day 5: Concluding a Needs Analysis

- Topic 1: Combining Inputs and Reporting Results
- Topic 2: Transferring Training Needs to Training Objectives
- Topic 3: Considering External Services and Products for Training Needs
- Topic 4: Finalizing the Training Needs Assessment Report
- Topic 5: Difference Between Organizational Commitment and Employee Engagement
- Reflection & Review: Summary and Next Steps for your Training Department

## How This Course is Different:

The "Training Needs Assessment TNA Training Course" stands out for its unique blend of theoretical and hands-on approaches. Unlike other similar courses, this program dives deep into the HR department training and development strategies and integrates real-world industrial training department scenarios. It offers a holistic approach by teaching you how to identify the training needs of an organization as well as the individual employees. Furthermore, the course provides invaluable job analysis tools and techniques, essential for any modern organization.



## فئات الدورات التدريبية



HR TRAINING &  
DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم  
البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة  
المبيعات



دورات التدريب القانوني والمشتريات  
والتعاقدات



دورات الاتصال الجماهيري و السياسات  
والعلاقات العامة



دورات النظم السيبراني ودورات تقنية  
المعلومات



دورات الصيانة ودورات المجالات الهندسية  
المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



## فئات الدورات التدريبية



دورات معتمدة بشهادة CPD



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
الهائية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية



دورات معتمدة من قبل هيئات دولية

## مدن التدريب



اسطنبول - تركيا



أمستردام - هولندا



أنقرة - تركيا



أثينا - اليونان



الرياض - المملكة العربية السعودية



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



باريس - فرنسا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



براغ - جمهورية التشيك



بانكوك - تايلاند



بالي - جمهورية إندونيسيا



باكو - أذربيجان

## مدن التدريب



جاكرتا - جمهورية اندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



برشلونة - اسبانيا



روما - ايطاليا



دبي - الامارات العربية المتحدة



جوهانسبرغ - جنوب افريقيا



جنيف - سويسرا



شرم الشيخ - مصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة  
الامريكية



زنبار - تنزانيا



طوكيو - اليابان



طشقند - اوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الامريكية

## مدن التدريب



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



ماربيا - اسبانيا



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



ميلان - إيطاليا



مونترنو - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

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