HUMAN RESOURCES MANAGEMENT

HR9 Identifying Training Needs and Preparing a Development Plan

This dynamic course equips delegates with critical skills to identify training needs and create impactful development plans tailored to enhance organisational effectiveness. Participants will learn how to conduct thorough Training Needs Analyses (TNA) and develop comprehensive strategies that align with business goals, ensuring both individual and team growth. Through practical tools and methodologies, this course promises to transform theoretical knowledge into actionable plans that significantly contribute to professional success and organisational development.

Course Information

Duration: 5 days

London (£4950): 9th February 2026, 4th May 2026, 29th June 2026, 17th August 2026, 12th October 2026, 15th March 2027, 10th May 2027, 12th July 2027, 6th September 2027, 25th October 2027, 13th December 2027, 20th March 2028

Companies nominating 3 or more delegates to attend the same programme will enjoy a special discount on the course fees.

Upon completion of one of our CPD certified courses, delegates will be awarded both an LMC certificate and a CPD certificate. No examination required.

Who is the course suitable for?

This course is essential for Training and Development Analysts, HR Controllers, and managers who oversee specialised HR functions. It is ideally suited for those in charge of developing and implementing training strategies within their organisations. Participants looking to sharpen their analytical skills and effectively

manage training interventions to meet specific organisational needs will find this course highly beneficial.

Course profile

Identifying Organisational Needs

- Assessing business goals and training requirements
- Differentiating between TNA and LNA
- Implementing processes to capture perceived training needs
- Engaging with stakeholders throughout the TNA process
- Communicating training needs across organisational levels

Executing Effective Training Needs Analysis

- Designing robust frameworks for Training Needs Analysis
- Employing digital and traditional tools for data collection
- Maintaining accurate and up-to-date training records
- Customising data gathering techniques to suit organisational needs
- Crafting and distributing insightful analytical reports to stakeholders

Developing Teams and Competencies

- Mapping current team competencies against organisational requirements
- Creating a competency framework with a simple matrix approach
- Aligning team skills with future business directions
- Cultivating a supportive environment for team growth
- Setting clear, achievable objectives for team and individual development

Designing the Development Plan

- Structuring individual and team development plans
- Selecting appropriate training providers and understanding cost implications
- Implementing the 70:20:10 model for learning interventions
- Monitoring and evaluating the impact of training programmes
- Adapting training strategies based on feedback and results

Mastering Communication and Feedback

- Evaluating training processes and conducting effective feedback sessions
- Adjusting training strategies for improved outcomes
- Measuring success and identifying areas for improvement
- Calculating and presenting return on investment (ROI)
- Effective strategies for communicating training results to diverse audiences

Competencies

At the end of this course, delegates will be able to:

- Conduct comprehensive Training Needs Analyses tailored to organisational goals.
- Differentiate and apply Training Needs Analysis and Learning Needs Analysis effectively.
- Design and implement effective development plans for both teams and individuals.
- Utilise strategic tools to enhance the accuracy of training needs assessments.
- Engage stakeholders effectively to ensure alignment and support for training initiatives.
- Monitor and evaluate the effectiveness of training interventions using quantitative and qualitative metrics.
- Communicate training outcomes compellingly to optimise stakeholder buy-in.
- Adapt training strategies dynamically based on evaluative feedback and organisational changes.

Course Booking

Call us: +44 (0) 207 724 6007

Email us: training@lmcuk.com

www.lmcuk.com

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