



TRAINING NEEDS ANALYSIS

Duration:	1 day
Max. Participants:	30
Fees:	Non member : \$590.00
	AICPT member: \$500.00

About the programme

This workshop gives participants a faster needs analysis approach that is realistic in today's climate. It shows participants how to apply a highly effective procedure for determining whether or not training is the solution to a job performance problem. Participants can return to their jobs with the key skills and confidence to gain acceptance and recognition for their recommendations to management.

Intended for

- Human resource practitioners
- Training practitioners
- Training coordinators
- Team Leaders
- Workplace supervisors.

Contents

- Plan a needs analysis system.
- Design questionnaires/surveys.
- Design interviews.
- Analyze job performance.
- Determine causes and solutions for job performance problems.
- Determine when (and when not) to train.
- Determine the cost-benefits of training.
- Write proposal.

Training methodology

Teaching by demonstration, group discussions and participation, case studies, probably describes the training methodology most accurately. Participants will be actively involved in the learning and be assessed on practical techniques during the programme.

Workshop outcome

On completion of the programme, participants should be able to apply the practical skills to undertake training needs analysis in their workplace environment or for their clients.

As with all AICPT training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

To enrol for this workshop, complete the Continuing Professional Development (CPD) course enrolment form and email to info@aicpt.org.au