



HUMAN RESOURCES AND TRAINING

Identifying Training Needs and Evaluating Training

Course code: HRT-045

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

info@sparktraining.eu

+31 85 115 0004 | sparktraining.eu

— Workshop Overview

Organizations achieve better performance when training programs are based on real needs and measured outcomes. This course provides participants with practical methods to identify skill gaps, prioritize learning requirements, design targeted development plans, and evaluate training effectiveness to ensure maximum return on investment.

Why Attend

This course uses an interactive and practical approach through presentations, case studies, group discussions, assessment tools, workshops, evaluation exercises, and real workplace examples.

Who Should Attend

HR Professionals
Training and Development Officers
Learning and Development Specialists
HR Managers
Department Managers
Supervisors and Team Leaders
Anyone responsible for employee development

— Learning Objectives

- Understand the importance of training needs analysis
- Identify organizational, team, and individual training needs
- Use effective tools for skills gap assessment
- Prioritize learning and development requirements
- Develop targeted training plans
- Apply methods to evaluate training effectiveness
- Measure training impact on performance
- Improve return on training investment

Course Outline

DAY
1

Fundamentals of Training Needs Analysis

- Importance of training needs identification
- Linking training to business goals
- Types of training needs
- Organizational vs individual needs
- Common training challenges
- Building a needs analysis framework

DAY
2

Methods for Identifying Training Needs

- Performance appraisal data analysis
- Surveys and questionnaires
- Interviews and focus groups
- Skills assessments and competency reviews
- Observation techniques
- Prioritizing training requirements

DAY
3

Developing Training Plans

- Converting needs into learning objectives
- Selecting suitable training methods
- Creating annual training plans
- Budgeting training initiatives
- Scheduling and resource planning
- Gaining management support

DAY
4

Evaluating Training Effectiveness

- Importance of training evaluation
- Levels of training evaluation
- Measuring participant reaction and learning
- Measuring behavior change at work
- Measuring business impact
- Collecting evaluation data effectively

DAY

5

Measuring ROI and Continuous Improvement

- Return on investment in training
- Preparing evaluation reports
- Using feedback to improve programs
- Benchmarking training performance
- Building a continuous learning culture
- Final workshop: Create a training needs and evaluation plan

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Amsterdam - Netherlands	€2,125
16 - 20 November 2026	Paris - France	€2,250
7 - 11 December 2026	Munich - Germany	€1,725
21 - 25 December 2026	London - United Kingdom	€2,125
11 - 15 January 2027	Kuala Lumpur - Malaysia	€1,400
8 - 12 February 2027	London - United Kingdom	€2,100
8 - 12 March 2027	Barcelona - Spain	€1,925
12 - 16 April 2027	Munich - Germany	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.