MERCURY

Training Needs Analysis (TNA) Course

21 – 25 February 2027
Manama (Bahrain)



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Ref: 15658_1083129 **Date:** 21 – 25 February 2027 **Location:** Manama (Bahrain) **Fees:** 4900 Euro

Introduction:

The Training Needs Analysis TNA Course is designed to equip professionals with the skills and knowledge to identify and address an organization's training needs. This practical training and development program is pivotal for any organization's growth and success, and the initial step in this process is conducting a thorough TNA.

This Training Needs Analysis TNA course will provide participants with an understanding of TNA methodologies, tools, and techniques. It will enable them to assess their workforce's current competencies and determine the training requirements to bridge skills. Participants will learn to align training initiatives with organizational goals and objectives.

The training needs analysis TNA training will cover aspects of TNA, data collection methods, analysis techniques, and implementing findings into a practical training program. Participants can design and implement a strategic training plan to enhance employee performance, boost productivity, and support their organization's strategic vision.

It is ideal for HR professionals, training managers, and organizational leaders responsible for developing and implementing a training program. Whether training and development or looking to refine your skills, the Training Needs Analysis TNA Course will provide the expertise to drive effective and impactful training initiatives within your organization.

Targeted Groups:

- HR Professionals.
- Training Managers.
- Organizational Development Specialists.
- Learning and Development Coordinators.
- Talent Management Professionals.
- Department Heads.
- Team Leaders.
- Supervisors.
- Business Analysts.
- Corporate Trainers.

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Course Objectives:

At the end of this Training Needs Analysis TNA course, the participants will be able to:

- Understand the principles and importance of Training Needs Analysis.
- Identify and assess the training needs within an organization.
- Utilize various data collection methods for TNA.
- Analyze and interpret data to determine training gaps.
- Develop strategic training plans aligned with organizational goals.
- Implement effective training programs based on TNA findings.
- Communicate TNA results to stakeholders effectively.
- Measure the impact of training programs on organizational performance.
- Enhance decision-making skills related to training initiatives.
- Foster a culture of continuous improvement through effective TNA.
- Evaluate existing training programs and identify areas for improvement.
- Align training needs with organizational strategy and performance metrics.
- Prioritize training needs based on organizational impact and urgency.
- Design actionable and measurable training objectives.
- Develop and implement evaluation methods to assess training effectiveness.
- Gain proficiency in using TNA tools and software.
- Integrate feedback mechanisms to refine training processes.
- Support change management efforts through targeted training interventions.
- Build relationships with stakeholders to support TNA processes.

Targeted Competencies:

By the end of this Training Needs Analysis TNA training, the participant's competencies will be able to:

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- Needs Assessment Skills.
- Data Collection Techniques.
- Analytical Thinking.
- Strategic Planning.
- Communication Skills.
- Stakeholder Engagement.
- Problem-Solving Abilities.
- Decision-Making Skills.
- Project Management.
- Evaluation and Reporting.

Course Content:

Unit 1: Understanding the Essentials of Training Needs Analysis TNA:

- Define Training Needs Analysis and its significance.
- Explore the purpose of a training needs analysis and its benefits to an organization.
- Review the TNA process and its phases.
- Identify key terminology and concepts related to TNA.
- Discuss the role of TNA in organizational development.
- Examine case studies illustrating successful TNA implementation.
- Understand the link between TNA and strategic planning.

Unit 2: Data Collection Methods for TNA:

- Overview of data collection techniques.
- Conduct surveys and questionnaires to gather information.
- Use interviews to obtain detailed insights.
- Perform focus groups for in-depth discussions.
- Analyze job descriptions and performance reviews.
- Observe employees and their work processes.
- Collect and analyze quantitative and qualitative data.
- Ensure data reliability and validity.

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Unit 3: Analyzing and Interpreting TNA Data:

- Organize and categorize collected data.
- Use statistical tools for data analysis.
- Identify patterns and trends in the data.
- Determine skill gaps and training needs.
- Prioritize training needs based on analysis.
- Interpret data to align with organizational goals.
- Develop actionable insights from data findings.
- Create visual reports to present data effectively.

Unit 4: Developing and Designing Training Plans Based on TNA

- Design training programs based on identified needs.
- Set clear and measurable training objectives.
- Develop training content and materials.
- Choose appropriate training methods and delivery modes.
- Create a training schedule and timeline.
- Plan for resources and budget requirements.
- Establish criteria for evaluating training effectiveness.
- Implement feedback mechanisms for continuous improvement.

Unit 5: Communicating and Implementing TNA Findings:

- Present TNA findings to stakeholders.
- Prepare detailed reports and presentations.
- Communicate the value of TNA results to decision-makers.
- Develop an implementation plan for training programs.
- Facilitate training program roll-out and management.
- Monitor and evaluate the progress of training initiatives.
- Adjust training programs based on feedback and outcomes.
- Foster a culture of continuous learning and development.

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Unit 6: Utilizing Best Practices in Training Needs Analysis:

- Highlight best practice approaches to training needs analysis.
- Emphasize the importance of integrating a TNA approach into regular training reviews.
- Discuss methods for ensuring TNA translates effectively to align with strategic training plans.
- Explore advanced training needs analysis tools and certification options for professionals.
- Distinguish between organizational and personal training needs analysis for targeted interventions.