



London TDM

HR Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 02 November 2025 To 06 November 2025

Course Place: Royale Chulan Hotel

Course Fees: 6,000 USD

Introduction

The "Training Needs Assessment and ROI" course is designed to equip professionals with the skills to identify organizational training needs and calculate the return on investment (ROI) of implemented training programs. Over five days, participants will engage in practical exercises and learn strategies to maximize training effectiveness and align it with business objectives.

Objectives

- Understand the fundamentals of Training Needs Assessment (TNA).
- Learn to identify and prioritize training needs within an organization.
- Gain skills in designing effective training programs based on assessed needs.
- Master techniques to calculate and demonstrate ROI for training initiatives.
- Develop strategies for continuous improvement of training programs.

Course Outlines

Day 1: Introduction to Training Needs Assessment

- Definition and purpose of Training Needs Assessment
- Key components of an effective TNA
- Methods and tools for data collection in TNA
- Stakeholder analysis and engagement
- Case study: Successful TNA implementation

Day 2: Identifying and Prioritizing Training Needs

- Analyzing organizational goals and performance gaps
- Techniques for identifying critical job competencies
- Prioritization criteria and methods
- Developing a training needs report
- Interactive exercise: Identifying training priorities

Day 3: Designing Effective Training Programs

- Principles of instructional design
- Aligning training programs with business objectives
- Different learning modalities and delivery methods
- Creating measurable learning objectives
- Workshop: Designing a training program outline

Day 4: Calculating Training ROI

- Overview of ROI calculation models and methodologies
- Data collection and analysis for ROI assessment
- Challenges and considerations in measuring training ROI
- Reporting and communicating ROI results
- Case study: Calculating ROI for a training program

Day 5: Strategies for Continuous Improvement

- Feedback mechanisms and tools for ongoing assessment
- Continuous improvement frameworks and practices
- Building a culture of learning and development
- Trends and innovations in training and development
- Action plans for implementing TNA and ROI processes