Identifying Training Needs for Training Departments

09th - 13th February 2026

London - UK

The program can be specially customised to meet the identified training needs of participants and help them contribute to their organizational goals and personal career

Course Overview

In modern organizations, a valuable training function relies heavily on the proper identification of training needs and the evaluation of training. This course aims at converting subjective decisions for choosing training programs to more objective decisions based on proven training methodologies. Such a paradigm shift increases the value of the training department within an organization. In addition, the focus of this course is to build an awareness for evaluation that spans from the most common evaluation forms and assessments to evaluations for skills transfer and return on investment.

Course Aims & Objectives: Upon completion of the course, participants will be able to:

- Use internationally recognized methods for identifying training needs
- Analyze and sort the data obtained from a Training Needs Assessment (TNA)
- Write Instructional Learning Objectives (ILOs) that are aligned with the results of the TNA
- List ways to improve transfer of skills from training workshops to the workplace
- Evaluate the effectiveness of training at various levels using proper data collection methods and instruments for each level of evaluation
- Calculate the Return on Investment (ROI) for training programs by determining their financial costs and returns

Training Methodology

This dynamic training is highly-interactive and encourages delegate participation through a combination of lectures, group discussion, practical exercise, case studies, and breakout session designed to reinforce new skills. The comprehensive course manual has been designed to be practical, easy to use and facilitate learning. Delegates will gain the skills and motivation they need to create long-lasting change. In order to help with establishing individual and business concerns, delegates will be asked to fill pre-course questionnaire as Training Needs Analysis practice

Who will Attend?

This course is highly recommended virtually to anyone who works in training departments including *specialists & analysts*. Also, it is designed for all training team members who want to benefit from this course by learning the secrets of identifying training needs to benefit their organisations, including: Administrators, officers, specialists, team leaders, managers, business partners as well as line mangers responsible for identifying training needs or evaluating training within their organizations.

Moreover, the course can develop the following skills & tasks:

- Training needs assessment and analysis
- Evaluation of training
- Deciding and initiating action
- Working with people

- Planning and organizing
- Persuading and influencing
- Presenting and communicating
- Applying expertise and technology
- Following instructions and procedures

Course Contents

The General Framework

- Reasons for identifying needs
- Present and future indicators of training needs
- Responsibilities of stakeholders
- The style inventory
- Identifying potential internal training resources and Subject Matter Experts (SMEs)

Methods for Identifying Training Needs (ITN)

- The four steps of needs assessment
- Questions to ask during each phase
- Data collection template
- Data gathering: the cornerstone for ITN

- Quantitative and qualitative methods
- From interviews to focus groups
- Comparison of primary data gathering methods
- Advantages and disadvantages
- Characteristics of data gathering methods

Linking Training Needs Analysis with Program Design and Program Evaluation

- Significance of instructional learning objectives
- Components and characteristics of ILOs
- Writing ILOs
- Ten lessons on how to evaluate training

- ***Levels of Evaluation:***
  - Levels defined
  - Preliminary evaluation information
  - Chain of impact between levels
  - Characteristics of evaluation levels
  - An overview of ROI
  - Evaluation matrix

Evaluation at Basic Levels

- Reaction sheets
- Characteristics of a reaction sheet
- Tests: pre and post

Evaluation at Intermediate Level: Skill transfer from the workshop to the workplace

- What often happens versus what should happen
- Barriers to skill transfer
- Ways to improve skill transfer
- Responsibility for improving skills transfer
- Methods to measure transfer of learning to the job

Converting data to monetary value and calculating the return on investment (Advanced Levels)

- Hard data
- Soft data
- Characteristics of hard and soft data
- Isolating the effects of training
- Tabulating program cost
- A practical case study on calculating ROI

prize will be awarded to the best participant at the end of course

Corporate/ site visit

Corporate & site visits to London relevant organisations might be arranged to enable participants exchange experience with UK professionals with regards to identifying training needs' aspects. Also, it would be great chance for professional networking and building up connections with UK executives. The visits are subjects to availability based on participants' number and their wish to make use of this opportunity.

Take it home, make it work:

Personalized Learning Exercises: before arriving on course venue, you will complete KS UK customization form to relate to your organisational and personal strategy. Gaining a holistic understanding of your challenges will enable you to assess your organisation strengths and weaknesses, identify issues that require attention, and develop a personalized action plan. You will return to your firm ready to implement a plan that improves your organization's performance approach and your effectiveness as training specialist.

Participants will Work on a Specific Project: relevant to an organizational challenge they face. This intensive project is facilitated by the trainers with the objective of providing participants the judgment and analytical tools they can bring back to their companies to address their most complex organizational issues

K.S UK

Belbin Test

Belbin test identifies people's behavioral strengths and weaknesses in workplace and helps:

- Individuals establish productive working relationships
- Select and develop high-performing teams from leadership point of view
- Raise self-awareness and increase personal effectiveness
- Identify talent in the workplace and share problem solving works
- understand different role personality types play in how a team functions
- Increase proper communication to enhance teamwork

Which Belbin Team Roles do you fulfil?

Plant Monitor Evaluator Co-ordinator Resource Investigator Implementer Completer Finisher Teamworker Shaper Specialist

Course Title	" Identifying Training Needs for Training Departments "
Pre- Schedule:	09th - 13th February 2026
Timings:	09:00 AM – 03:00 PM
Fees per participant	£ 4,700 GBP
Venue:	London - United Kingdom Thistle Marble Arch Hotel
Course fees Include:	■ Completion Certificate upon successful attendance & participation ■ Documentation & handout copies & USB memory stick and full training bag ■ 2 pick up arrangements from and to London airports ■ Refreshments and coffee breaks ■ Visa support letter and assistance in finding accommodation if needed. ■ Assessment, recommendation letter and follow up after course ■ Belbin Test charges ■ Action plan to help participants on personal career level

For further details, please contact us:
E-mail: info@kseekers.co.uk | Tel +44 7590 5350 11

Knowledge Seekers UK Ltd
Website| Facebook | LinkedIn

Knowledge Seekers UK
is proud member of

International Well Control Forum

IC3 INTERNET AND COMPUTING CORE CERTIFICATION — Authorized Center

CERTIPORT A PEARSON VUE BUSINESS

Llywodraeth Cynulliad Cymru Welsh Assembly Government

ARABBRITISH CHAMBER OF COMMERCE