



## COURSE OVERVIEW HM0063 Training Analyst, Evaluation & Assessment

### Course Title

Training Analyst, Evaluation & Assessment

### Course Date/Venue

September 22-26, 2024/Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA

### Course Reference

HM0063

### Course Duration/Credits

Five Days/3.0 CEUs/30 PDHs



### Course Description



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***

This course is designed to provide participants with a detailed and an up-to-date overview of Training Analysis. It covers the four phases of the training cycle and the role of training analysis within the cycle; the link between training analysis and organizational goals; the risk of inadequate training analysis and the types of training needs for organizational, occupational and individual; the methods of data collection and the quantitative versus qualitative data; the internal and external stakeholders including influence and interest matrix; the communication strategies and stakeholder requirements; and setting SMART goals and aligning with business objectives.



During this interactive course, participants will learn the budgeting and resource allocation, direct and indirect costs analysis and training impact calculation; the financial approval process, training frameworks and instructional design; developing training content through material gathering and content structuring; choosing training methods for classroom, online and hybrid training; creating formative and summative assessments and validation and pilot testing; the facilitation techniques and managing difficult situations; the instant feedback and post-training evaluations, post-training surveys, long-term evaluations and data analysis for improvement; and preparing proper reporting and documentation and updating training programs for continuous improvement.





### Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on training analysis
- Recognize the four phases of the training cycle and the role of training analysis within the cycle
- Identify the link between training analysis and organizational goals as well as the risk of inadequate training analysis
- List the types of training needs for organizational, occupational and individual
- Apply proper methods of data collection and analyze quantitative versus qualitative data
- Identify internal and external stakeholders including influence and interest matrix
- Carryout communication strategies, stakeholder requirements, setting SMART goals and aligning with business objectives
- Employ budgeting and resource allocation, direct and indirect costs analysis and training impact calculation
- Apply financial approval process covering business case presentation and financial justifications
- Recognize training frameworks and instructional design comprising of learning theories and styles
- Develop training content through material gathering and content structuring as well as choose training methods for classroom, online and hybrid training
- Create formative and summative assessments and apply validation and pilot testing
- Recognize trainer qualifications, apply facilitation techniques and manage difficult situations
- Use presentation software and learning management systems (LMS) as a training tools and discuss the benefits, challenges and best practices of virtual training
- Apply instant feedback and post-training evaluations, post-training surveys, long-term evaluations and data analysis for improvement
- Prepare proper reporting and documentation as well as update training programs for continuous improvement

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.



**Who Should Attend**


The course provides an overview of all significant aspects and considerations of training analysis for trainers, facilitators, human resources (HR) professionals, managers, supervisors, learning and development specialists, instructional designers, consultants and educators and those who are interested in anyone interested in learning and development.

**Course Certificate(s)**

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

**Certificate Accreditations**


Certificates are accredited by the following international accreditation organizations: -

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The International Accreditors for Continuing Education and Training (IACET- USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.







### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP** is a **Senior Human Resource & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **People Management Essentials, Strategic Recruitment, Interviewing & Selection, Human Capital Asset Management, Human Resource Development, Human Resource Management, Career Development & Succession Planning Strategies, HR Management System, Human Relation Skills & EQ Intelligence, Project Management, Project Delivery & Governance Framework, Project Management Systems, Project Management Practices, Project Management Disciplines, Project Risk Management Contract Management & Tendering, Tender Development, Contract Standards & Laws, Bidder Selection & Tender Evaluation, Dispute Resolution, and Risk Identification**. Further, he is also well-versed in **Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Presentation Skills, Problem Solving & Decision Making, Preventive Actions, Situation Analysis, Crisis Management, Decision Making, Strategic Human Resources Management, Change Management, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation, Leadership Orientation, Coaching Skills, Negotiation Skills, Strategic Planning, Time Management, Risk Analysis & Risk Management, Stress Management, Inventory Management and Financial Administration**. He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.





**Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

**Course Fee**

**US\$ 7,000** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

**Accommodation**

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1: Sunday, 22<sup>th</sup> of September 2024**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0900	<b>Course Introduction</b> Overview of Training Analysis • Course Objectives • Expectations & Outcomes
0900 - 0930	<b>Understanding the Training Cycle</b> Four Phases of the Training Cycle • Role of Training Analysis within the Cycle
0930 – 0945	Break
0945 – 1030	<b>Why Training Analysis is Important</b> Link Between Training Analysis & Organizational Goals • Risk of Inadequate Training Analysis
1030 – 1130	<b>Types of Training Needs</b> Organizational • Occupational • Individual
1130 - 1230	<b>Methods of Data Collection</b> Surveys • Interviews • Focus Groups
1230 – 1245	Break
1245 – 1420	<b>Analyzing Data</b> Quantitative versus Qualitative Data • Importance of Data Triangulation
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day One





**Day 2: Monday, 23<sup>th</sup> of September 2024**

0730 – 0830	<b>Identifying Stakeholders</b> Internal & External Stakeholders • Influence & Interest Matrix
0830 - 0930	<b>Engaging Stakeholders</b> Communication Strategies • Stakeholder Requirements
0930 – 0945	Break
0945 – 1030	<b>Setting Training Objectives</b> S.M.A.R.T Goals • Aligning with Business Objectives
1030 – 1130	<b>Budgeting &amp; Resource Allocation</b> Cost Estimates • ROI of Training
1130 - 1230	<b>Cost-Benefit Analysis</b> Direct & Indirect Costs • Calculating Training Impact
1230 – 1245	Break
1245 - 1420	<b>Financial Approval Process</b> Business Case Presentation • Financial Justifications
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

**Day 3: Tuesday, 24<sup>th</sup> of September 2024**

0730 – 0830	<b>Training Frameworks</b> ADDIE • SAM
0830 - 0930	<b>Instructional Design</b> Learning Theories • Learning Styles
0930 – 0945	Break
0945 – 1030	<b>Content Development</b> Material Gathering • Content Structuring
1030 – 1130	<b>Choosing Training Methods</b> Classroom Training • Online Training • Hybrid Models
1130 - 1230	<b>Creating Assessments</b> Formative Assessments • Summative Assessments
1230 – 1245	Break
1245 - 1420	<b>Validation &amp; Pilot Testing</b> Beta Tests • Feedback Loop
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Three

**Day 4: Wednesday, 25<sup>th</sup> of September 2024**

0730 – 0830	<b>Trainer Qualifications</b> Required Skill Sets • Trainer Selection Process
0830 - 0930	<b>Facilitation Techniques</b> Group Dynamics • Engagement Strategies
0930 – 0945	Break
0945 – 1030	<b>Managing Difficult Situations</b> Conflict Resolution • Keeping Focus
1030 – 1130	<b>Using Training Tools</b> Presentation Software • Learning Management Systems (LMS)
1130 - 1230	<b>Virtual Training</b> Benefits & Challenges • Best Practices
1230 – 1245	Break
1245 - 1420	<b>Feedback Mechanisms</b> Instant Feedback • Post-Training Evaluations
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Four





**Day 5: Thursday, 26<sup>th</sup> of September 2024**

0730 – 0830	<b>Post-Training Surveys</b> Design & Distribution • Importance of Timely Feedback
0830 - 0930	<b>Long-Term Evaluations</b> Follow-Up Assessments • Monitoring Skill Application
0930 – 0945	Break
0945 – 1030	<b>Data Analysis for Improvement</b> Identifying Gaps • Areas for Revision
1030 – 1130	<b>Reporting &amp; Documentation</b> Summary Reports • Recommendations
1130 - 1230	<b>Continuous Improvement</b> Feedback Loops • Updating Training Programs
1230 – 1245	Break
1245 – 1345	<b>Course Wrap-Up</b> Review of Key Concepts • Certificates & Recognition • Future Learning Paths
1345 – 1400	<b>Course Conclusion</b>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

**Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



**Course Coordinator**

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