



HCT

Progressive, Innovative & Interactive Training



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Training Needs Analysis

Programme Details

Programme Title	Training Needs Analysis
Duration	1 Day
Accreditation	Certificate of Attendance
Number of Learners on programme	16
Specific Entry/Access and Exemptions Requirements:	No Entry Requirements required for this programme
Who should attend this course:	People involved in preparing and implementing training

Training Needs Analysis Training

Programme Aim: This programme has been designed to enable participants to develop the knowledge and skills necessary to carry out a training needs analysis. You will be able to make recommendations and implement findings to ensure a good return on your training investment.

Participants of this programme will:

- Prepare a plan for the identification of current and future training needs.
- Select and use information-gathering techniques effectively.
- Analyse the information to prioritise training needs.
- Produce a training plan showing solutions, priorities and benefit projections.

Programme Content

- Training Needs Identification
- A systematic model
- Collection and Analysis Information
- Development Solutions
- Reports

Delivery Method	Buzz Groups, Experiential Learning, Self Directed Learning, Learner Centred
Certification Required	Learners will be required to demonstrate their understanding of the content of the programme through a range of tasks including role play, exams and practical assessments
Certification	On Completion participants will receive a Certificate of Attendance
Progression Route	FETAC Level 6 Train the Trainer or FETAC Level 5 in Communication
Specific Support Available	A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme. HCT are committed to providing support to learners where/when it is required. In all cases, participants will have to complete a reasonable accommodation request, for more information.
Trainers	Our trainers that deliver this programme consists of industry professionals with a passion for training, this experience provides them with up to date industry practices, which is energetically delivered to learners.
Required fluency in generic skills	Generally learners engaging in learning activities are ready to take on a new task in a personal capacity or role. Learners can follow direction and are moving towards independent learning, Learners will have the ability to read basic short text in a non-supported environment and will be able to make sense of quantitative information within a familiar setting or unfamiliar task in a familiar setting.

Training Needs Analysis Certificate of Attendance