



PREFERRED TRAINING
NETWORKS

From

Training Needs Analysis to delivering your training program

Driving a Behavioural Change from Start to Finish

Is your team responsible for delivering behavioural change in your business from start to finish? This two day program will introduce to participants a proven methodology to diagnose and deliver a lasting behavioural change with a training intervention. This will help your organisation to diagnose *and* overcome any behavioural barriers to achieve your strategic objectives.

Action Plan

- How to conduct a training needs analysis
- How to develop program objectives
- How to build in practical case studies
- How to factor in stakeholder concerns
- Design the material
- How to anticipate the audience
- How to engage the audience
- Develop the structure and content to train your trainers
- Apply practical tips for training delivery

Who Should Attend

This program is aimed at human resources teams, design teams, trainers, facilitators who are inexperienced and instructional designers who are not overly experienced in putting together a Training Needs Analysis (TNA).

Key Learning Outcomes:

At the conclusion of this program participants will be able to

- Understand and uncover the training brief
- Conduct a training needs analysis
- Develop learning objectives
- Design and develop the training material
- Develop the structure and content from your learning objectives
- Apply methodologies for delivering time efficient training with impact
- Engage the audience
- Present powerful training programs
- List approaches for conducting a job analysis
- List the major duties, tasks and sub-tasks for an identified workplace role
- Explain the purpose of a skills audit
- Describe the elements which assist in the selection of TNA methods
- Describe the relationships between job analysis, skills analysis and training needs analysis

Copyright Preferred Training Networks 2008 Suite 2, 144 Camberwell Road, Hawthorn East, VIC, 3123

Ph: (03) 9805 8000 Fax: (03) 9882 9471 Email: mail@preftrain.com Web: www.preftrain.com

From

Training Needs Analysis

to delivering your training program



PREFERRED TRAINING
NETWORKS

TRAINING AREAS	LEARNING OUTCOMES
Understand the business – job analysis before getting started	<ul style="list-style-type: none"> List approaches to conduct job analysis List the major duties, tasks and sub-tasks for an identified workplace role Explain the purpose of a skills audit Describe the elements which assist in the selection of TNA methods Describe the relationships between job analysis, skills analysis and training needs analysis
Get started	<ul style="list-style-type: none"> Conduct needs assessment in a systematic manner Discover the gaps between the current situation and the desired or necessary situation Discovering the <i>current situation</i> includes determining the present state of skills, knowledge and abilities Distinguish between actual needs and the perceived needs or wants Practical application, interactive presentation and discussion
Process, needs and roles	<ul style="list-style-type: none"> Differentiate among learning theory, instructional theory and design plans Identify the elements of the instructional design process Utilise the ADDIE strategy for design Define the role of the instructional designer Practical application, interactive presentation and discussion
Design the program	<ul style="list-style-type: none"> Utilise the ADDIE strategy for design Break down tasks into separate steps Identify appropriate content for learning Pitch content appropriately at level of learners Practical application and discussion
Design the workbook	<ul style="list-style-type: none"> Determine the best sequence for the content Sequence content to improve the learner's understanding of the material Teach a fact, concept, rule, procedure, interpersonal skill and attitude Present the content in a way so that each learner will master the objectives Implement instructional strategies Use text and pictures within the content Computer coaching, internet searching and tips for practical shortcuts
Design PowerPoint and visuals	<ul style="list-style-type: none"> The purpose of presentations Set up your presentation Determine content and structure Organise your presentation PowerPoint design rules Practical application and discussion

From

Training Needs Analysis

to delivering your training program



PREFERRED TRAINING
NETWORKS

TRAINING AREAS	LEARNING OUTCOMES
30 minute makeover	<ul style="list-style-type: none"> • Set aside the last 30 minutes for the makeover • Last tips to add value to the workbook • Let go – even Rembrandt had to finish • Practical speed exercise
Benchmark and provide evidence of the quality of the design	<ul style="list-style-type: none"> • Did the design meet the training needs • What improvements could be made • How to separate lone remarks from statistically significant feedback • Practical application and discussion
Present your Program	<ul style="list-style-type: none"> • Present effectively • Engaging the audience • Apply methodologies to deliver time efficient training with impact • Rehearse your presentation • Handle questions • Practical application and discussion

FOR MORE INFORMATION, PLEASE CONTACT:

Melinda Kavanagh

Phone: (03) 9805 8000 Fax: (03) 9882 9471 Email: mkavanagh@preftrain.com

Copyright Preferred Training Networks 2008 Suite 2, 144 Camberwell Road, Hawthorn East, VIC, 3123

Ph: (03) 9805 8000 Fax: (03) 9882 9471 Email: mail@preftrain.com Web: www.preftrain.com