Needs Analysis and Evaluation Essentials

Is training the right solution? What are the business drivers and needs that require performance outcomes? How do we take evaluation beyond the happy sheet to measuring real results?

Needs Analysis and Evaluation are the bookends to the instructional design process. Done well, they have the potential to shape the process and improve learning outcomes, learning transfer and measureable performance results. They are essential areas of understanding for learning and development professionals, performance consultants and instructional designers.

This course will explore the stages, tools and techniques used to clearly identify needs and customise solutions as required, then how to evaluate the solutions once they're been implemented. You'll be able to widen the impact of your learning programs so they deliver a return on investment in performance and business results.

Learning Outcomes

By the end of this course, you will be able to

- ✓ Describe the role and stages of Needs Analysis
- ✓ Conduct needs analysis
- ✓ Determine which Needs Analysis tools suit your situation
- ✓ Effectively use tools and templates
- ✓ Structure a program and write learning outcomes
- ✓ Outline Kirkpatrick's evaluation model
- ✓ Describe the stages of evaluation
- ✓ Analyse and report on evaluation data

You should attend this course if you want to:

- ✓ Conduct Needs Analysis for your business
- ✓ Be able to show where and what training is needed
- ✓ Write programs that meet business needs
- ✓ Estimate costs and write reports
- ✓ Improve the quality of your programs
- ✓ Show that your training is worth the investment
- ✓ Move beyond happy-sheet evaluation

Australian Institute of Training and Development
✉ Suite 111, 410 Elizabeth St. Surry Hills, 2010 ✉ learn@aitd.com.au
☎ (02) 9211 9414 ☎ 1300 138 862 ☝ aitd.com.au 🐦 @aitd1

AITD
Australian Institute of
Training and Development

Needs Analysis and Evaluation Essentials

Course outline

1. Analysis
- The role of needs analysis
- 6 Key stages in needs analysis
- Action mapping
- Is training really the answer?

2. Tools
- From needs analysis to learning outcomes
- Performance elements
- Needs Analysis Tools
- Questioning techniques

3. Evaluation
- Kirkpatrick's model
- Evaluation principles
- Calculating ROI, ROE
- Phillip's model

4. Tools
- Finishing with the start in mind – evaluation as design
- Evaluation template
- Review and action planning

Who is this program for?
- ✓ Professional trainers
- ✓ E-Learning designers
- ✓ Training managers and consultants
- ✓ Instructional designers
- ✓ Organisational development and HR professionals
- ✓ Teachers
- ✓ Anyone who wants to more effectively analyse needs and evaluate training

In house?

Courses run in your organisation, when you need it, where you need it
Our experienced trainers will work with you to customise the experience for the best outcomes for your team and business.

Semester 1, 2017
- **Brisbane 14 March**
- **Melbourne 23 March**
- **Sydney 30 March**
- **Perth 26 May**
- **Adelaide 6 June**
- **Canberra 28 June**

Course Fees
- Member $495
- Guest of Member $560
- Non Member $660

Registration

🖰 www.aitd.com.au

✉ learn@aitd.com.au

☎ +61 (2) 9211 9414

☎ 1300 138 862