



— Course details

**HRT-045**

Human Resources and Training

— Upcoming seminar

**€2,250.-**

Venue  
Kuala Lumpur - Malaysia

Date  
8 - 12 June 2026

— Course details

## Identifying Training Needs and Evaluating Training

Human Resources and Training

— Seminar content

### What you will learn

#### Why Attend

Organizations achieve better performance when training programs are based on real needs and measured outcomes. This course provides participants with practical methods to identify skill gaps, prioritize learning requirements, design targeted development plans, and evaluate training effectiveness to ensure maximum return on investment.

#### Course Methodology

This course uses an interactive and practical approach through presentations, case studies, group discussions, assessment tools, workshops, evaluation exercises, and real workplace examples.

#### Course Objectives

- Understand the importance of training needs analysis

- Identify organizational, team, and individual training needs
- Use effective tools for skills gap assessment
- Prioritize learning and development requirements
- Develop targeted training plans
- Apply methods to evaluate training effectiveness
- Measure training impact on performance
- Improve return on training investment

#### Target Audience

- HR Professionals
- Training and Development Officers
- Learning and Development Specialists
- HR Managers
- Department Managers
- Supervisors and Team Leaders
- Anyone responsible for employee development

#### Target Competencies

- Training Needs Analysis
- Performance Assessment
- Data Collection
- Evaluation Techniques
- Planning Skills
- Analytical Thinking
- Reporting Skills
- Continuous Improvement

#### Seminar details

## Detailed outline

### Day 1: Fundamentals of Training Needs Analysis

- Importance of training needs identification
- Linking training to business goals

- Types of training needs
- Organizational vs individual needs
- Common training challenges
- Building a needs analysis framework

## Day 2: Methods for Identifying Training Needs

- Performance appraisal data analysis
- Surveys and questionnaires
- Interviews and focus groups
- Skills assessments and competency reviews
- Observation techniques
- Prioritizing training requirements

## Day 3: Developing Training Plans

- Converting needs into learning objectives
- Selecting suitable training methods
- Creating annual training plans
- Budgeting training initiatives
- Scheduling and resource planning
- Gaining management support

## Day 4: Evaluating Training Effectiveness

- Importance of training evaluation
- Levels of training evaluation
- Measuring participant reaction and learning
- Measuring behavior change at work
- Measuring business impact
- Collecting evaluation data effectively

## Day 5: Measuring ROI and Continuous Improvement

- Return on investment in training
- Preparing evaluation reports
- Using feedback to improve programs
- Benchmarking training performance

- Building a continuous learning culture
- Final workshop: Create a training needs and evaluation plan

— Dates and locations

## Available seminar dates

9 dates

— Presence seminar dates

Date	City	Duration	Price
8 - 12 June 2026	Kuala Lumpur - Malaysia	5 Days	€2,250.-
6 - 10 July 2026	London - U.K	5 Days	€4,200.-
10 - 14 August 2026	Barcelona - Spain	5 Days	€4,250.-
31 August - 4 September 2026	Munich - Germany	5 Days	€4,250.-
14 - 18 September 2026	London - U.K	5 Days	€4,250.-
5 - 9 October 2026	Amsterdam - Netherlands	5 Days	€4,250.-
16 - 20 November 2026	Paris - France	5 Days	€4,500.-
7 - 11 December 2026	Munich - Germany	5 Days	€3,450.-
21 - 25 December 2026	London - U.K	5 Days	€4,250.-

— Online seminar dates

Date	Format	Duration	Price
8 - 12 June 2026	Live online	5 Days	€1,850.-
6 - 10 July 2026	Live online	5 Days	€1,850.-
10 - 14 August 2026	Live online	5 Days	€1,850.-
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14 - 18 September 2026	Live online	5 Days	€1,850.-
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