



## **Training Needs Analysis, Metrics and ROI Course**

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### Overview

Training Needs Analysis, Metrics and ROI Course is a five-day course for learning and development and HR practitioners who leave with a needs analysis plan, measurement strategy, data collection instruments, cost summary, and executive impact report. It connects training needs analysis and performance gap analysis with learning impact metrics and training ROI analysis, helping participants distinguish training needs from other performance causes and communicate credible evidence. Agile Leaders Training Center delivers this course on evidence-based learning investment decisions.

### Who Should Attend

- Learning and development functions responsible for capability planning and evaluation
- Human resources functions responsible for workforce performance and development priorities
- Training governance functions responsible for budgets, portfolios, and accountability
- Instructional design functions responsible for measurable objectives and evaluation plans
- Performance consulting functions responsible for diagnosing gaps and recommending interventions
- Business analysis functions responsible for operational measures and value evidence

The course assumes participants already support training or performance decisions and leaves out introductory presentation and facilitation skills.

### Departments and Industries

The course supports evidence-based learning decisions across public services, financial services, healthcare, technology, manufacturing, and professional services.

- Human resources and organizational development departments
- Corporate academies and learning governance teams
- Operations and quality functions in manufacturing and service organizations
- Clinical education and workforce development functions in healthcare
- Digital capability and technology adoption teams
- Finance, strategy, and performance management departments

### Learning Objectives

By the end of this course, participants will be able to:



- Diagnose performance gaps and separate training from non-training causes
- Apply organizational, task, population, and contextual needs analyses
- Build data collection instruments and a prioritized training needs plan
- Design learning metrics and an impact measurement strategy
- Evaluate impact evidence and isolate the contribution of training
- Calculate cost-benefit and ROI results for executive reporting

## **Course Agenda**

### **Day 1: Business Need and Performance Diagnosis**

- Business Need Alignment Map
- Current-to-Target Performance Gap Matrix
- Training versus Non-Training Cause Diagnostic
- Stakeholder Decision and Evidence Map
- Needs Assessment Scope Charter

### **Day 2: Needs Analysis and Evidence Collection**

- Organizational Needs Analysis Canvas
- Job and Task Analysis Worksheet
- Target Population Analysis Profile
- Contextual and Feasibility Analysis Checklist
- Survey, Interview, and Focus Group Instrument Design

### **Day 3: Learning Metrics and Measurement Strategy**

- Outcome and Performance Measure Architecture
- Evaluation Question and Indicator Matrix
- Baseline and Comparison Data Plan
- Data Quality and Evidence Credibility Checklist
- Learning Impact Measurement Strategy

### **Day 4: Impact Isolation and ROI Analysis**

- Program Effects Isolation Strategy
- Intangible and Monetary Benefit Classification
- Monetary Conversion Assumption Register
- Fully Loaded Cost Summary Sheet
- Cost-Benefit and ROI Calculation Model



## **Day 5: Applied Analysis and Executive Reporting**

- Suggested Exercise: Performance Cause Diagnosis
- Suggested Exercise: Measurement Strategy Review
- Suggested Exercise: Impact Isolation Challenge
- Suggested Exercise: Executive Evidence Briefing
- Capstone Exercise: Needs-to-ROI Impact Portfolio

## **Practical Exercises**

The course uses suggested activities to connect needs evidence, measurement choices, financial analysis, and management decisions.

- Suggested activity: diagnose a service-performance problem and test whether training is an appropriate response.
- Suggested activity: design a mixed-method data collection package for a technology capability initiative.
- Suggested activity: calculate benefits, costs, and ROI while documenting assumptions and intangible outcomes.
- Suggested activity: present an executive impact report with findings, limitations, and recommendations.

## **FAQs**

### **Who suits training needs analysis and ROI training, and what does it assume?**

Learning and development, HR, training governance, instructional design, and performance consulting practitioners suit the course; it assumes experience supporting capability or performance decisions.

### **How does training needs analysis and ROI training differ from a learning metrics course?**

Training needs analysis and ROI training begins with business and performance diagnosis, then connects evidence collection, impact isolation, monetary conversion, and executive reporting; a learning metrics course usually concentrates on indicators and dashboards.

### **How can training impact be isolated from other performance factors?**

Training impact can be isolated through comparison data, trend analysis, participant or manager estimates, expert review, and documented assumptions selected according to evidence quality and feasibility.



## **What makes a training ROI calculation credible?**

A credible training ROI calculation uses verified outcomes, a defensible isolation method, conservative monetary conversion, fully loaded costs, transparent assumptions, and separate reporting of intangible benefits.

## **Conclusion**

Participants leave with a Needs-to-ROI Impact Portfolio containing a needs analysis plan, instruments, metrics, an impact strategy, cost evidence, calculations, and an executive report. The portfolio changes training requests into testable performance decisions. It also gives stakeholders a transparent basis for prioritization, funding, evaluation, and improvement.



## Training Course Categories

Agile PM and Project Management Training Courses

Agribusiness & Food Security Training Courses

Certified Courses By International Bodies

Communication and Public Relations Training Courses

Data Analytics Training and Data Science Courses

Digital Government & Public Service Training Courses

Education and Learning Development Training Courses

Environment & Sustainability Training Courses

Facilities and Real Estate Training Courses

Finance and Accounting Training Courses

Governance, Risk and Compliance Training Courses

Healthcare Management Training Courses

Hospitality and Tourism Training Courses

Human Resources Training and Development Courses

IT Security Training & IT Training Courses

Leadership and Management Training Courses

Legal Training, Procurement and Contracting Courses

Maintenance Training and Engineering Training Courses

Marketing, Customer Relations, and Sales Courses

Occupational Health, Safety and Security Training Courses

Oil & Gas Training and Other Technical Courses

Personal & Self-Development Training Courses

Quality and Operations Management Training Courses

Quality and Operations Management Training Courses

Secretarial and Administration Training Courses

Shipping, Maritime and Ports Training Courses



## Training Cities

|                                 |                             |                                     |
|---------------------------------|-----------------------------|-------------------------------------|
| <b>Abu Dhabi</b><br>UAE         | <b>Accra</b><br>Ghana       | <b>Amman</b><br>Jordan              |
| <b>Amsterdam</b><br>Netherlands | <b>Athens</b><br>Greece     | <b>Baku</b><br>Azerbaijan           |
| <b>Bali</b><br>Indonesia        | <b>Bangkok</b><br>Thailand  | <b>Barcelona</b><br>Spain           |
| <b>Berlin</b><br>Germany        | <b>Cairo</b><br>Egypt       | <b>Cape town</b><br>South Africa    |
| <b>Casablanca</b><br>Morocco    | <b>Chicago</b><br>USA       | <b>Doha</b><br>Qatar                |
| <b>Dubai</b><br>UAE             | <b>Frankfurt</b><br>Germany | <b>Geneva</b><br>Switzerland        |
| <b>Istanbul</b><br>Turkey       | <b>Jakarta</b><br>Indonesia | <b>Johannesburg</b><br>South Africa |
| <b>Kuala Lumpur</b><br>Malaysia | <b>Kuwait</b><br>Kuwait     | <b>Langkawi</b><br>Malaysia         |
| <b>Lisbon</b><br>Portugal       | <b>London</b><br>UK         | <b>Madrid</b><br>Spain              |
| <b>Manama</b><br>Bahrain        | <b>Marbella</b><br>Spain    | <b>Milan</b><br>Italy               |
| <b>Montreux</b><br>Switzerland  | <b>Munich</b><br>Germany    | <b>Muscat</b><br>Oman               |
| <b>Nairobi</b><br>Kenya         | <b>New York</b><br>USA      | <b>Nice</b><br>France               |

## Training Cities

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Thailand

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Mauritius

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USA

**Seoul**

South Korea

**Sharm El-Sheikh**

Egypt

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