Training Needs Analysis, Metrics and ROI Course

8 – 12 February 2027
Addis Ababa

AGILE LEADERS
Training Center

AGILE LEADERS
Training Center

Training Needs Analysis, Metrics and ROI Course

Ref: 359_223576 **Date:** 8 – 12 February 2027 **Location:** Addis Ababa **Fees:** 4500 Euro

Overview

Training Needs Analysis, Metrics and ROI Course is a one-week 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.

AGILE LEADERS
Training Center

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.