### **COURSE OVERVIEW HM0063 Training Analyst, Evaluation & Assessment**

#### **Course Title**

Training Analyst, Evaluation & Assessment

#### Course Date/Venue

September 22-26, 2024/Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA

#### Course Reference

HM0063

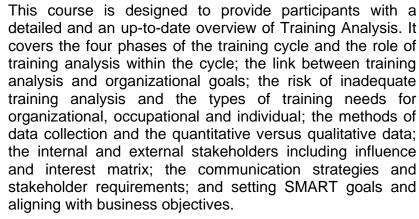
#### **Course Duration/Credits**

Five Days/3.0 CEUs/30 PDHs

#### **Course Description**



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.





During this interactive course, participants will learn the budgeting and resource allocation, direct and indirect costs analysis and training impact calculation; the financial approval process, training frameworks and instructional design; developing training content trough material gathering and content structuring; choosing training methods for classroom, online and hybrid training; creating formative and summative assessments and validation and pilot testing; the facilitation techniques and managing difficult situations; the instant feedback and post-training evaluations, post-training surveys, long-term evaluations and data analysis for improvement; and preparing proper reporting and documentation and updating training programs for continuous improvement.





















#### **Course Objectives**

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on training analysis
- Recognize the four phases of the training cycle and the role of training analysis within the cycle
- Identify the link between training analysis and organizational goals as well as the risk of inadequate training analysis
- List the types of training needs for organizational, occupational and individual
- Apply proper methods of data collection and analyze quantitative versus qualitative data
- Identify internal and external stakeholders including influence and interest matrix
- Carryout communication strategies, stakeholder requirements, setting SMART goals and aligning with business objectives
- Employ budgeting and resource allocation, direct and indirect costs analysis and training impact calculation
- Apply financial approval process covering business case presentation and financial justifications
- Recognize training frameworks and instructional design comprising of learning theories and styles
- Develop training content trough material gathering and content structuring as well as choose training methods for classroom, online and hybrid training
- Create formative and summative assessments and apply validation and pilot testing
- Recognize trainer qualifications, apply facilitation techniques and manage difficult situations
- Use presentation software and learning management systems (LMS) as a training tools and discuss the benefits, challenges and best practices of virtual training
- Apply instant feedback and post-training evaluations, post-training surveys, long-term evaluations and data analysis for improvement
- Prepare proper reporting and documentation as well as update training programs for continuous improvement

#### **Exclusive Smart Training Kit - H-STK®**



Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials conveniently saved in a Tablet PC.

















#### Who Should Attend

The course provides an overview of all significant aspects and considerations of training analysis for trainers, facilitators, human resources (HR) professionals, managers, supervisors, learning and development specialists, instructional designers. consultants and educators and those who are interested in anyone interested in learning and development.

#### Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

#### **Certificate Accreditations**

Certificates are accredited by the following international accreditation organizations: -



The International Accreditors for Continuing Education and Training (IACET- USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the ANSI/IACET 2018-1 Standard which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET 2018-1 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award 3.0 CEUs (Continuing Education Units) or 30 PDHs (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



#### British Accreditation Council (BAC)

Haward Technology is accredited by the British Accreditation Council for Independent Further and Higher Education as an International Centre. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

















#### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP is a Senior Human Resource & Management Consultant with over 45 years of teaching, training and industrial experience. His expertise lies extensively in the areas of People Management Essentials, Strategic Recruitment, Interviewing & Selection, Human Capital Asset Management, Human Resource Development, Human Resource Management, Career Development & Succession Planning Strategies, HR Management System, Human Relation

Skills & EQ Intelligence, Project Management, Project Delivery & Governance Framework, Project Management Systems, Project Management Practices, Project Management Disciplines, Project Risk Management Contract Management & Tendering, Tender Development, Contract Standards & Laws, Bidder Selection & Tender Evaluation, Dispute Resolution, and Risk Identification. Further, he is also well-versed in Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan. Command & Control System, Presentation Skills, Problem Solving & Decision Making, Preventive Actions, Situation Analysis, Crisis Management, Decision Strategic Human Resources Management, Change Management, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation, Leadership Orientation, Coaching Skills, Negotiation Skills, Strategic Planning, Time Management, Risk Analysis & Risk Management, Stress Management, Inventory Management and Financial Administration. He was the Psychologist & Project Manager wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Practitioner, Senior HR Consultant, Psychology Senior Lecturer, Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, ESKOM, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

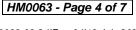
Dr. Le Roux has a PhD in Commerce Major in Leadership in Performance & Change, a Master's degree in Human Resource Management, a Bachelor's degree (with Honours) in Industrial Psychology, a National Higher Diploma and a National Technical Diploma in Electrical & Mechanical Engineering. Further, he is a Certified Project Management Professional (PMI-PMP), a Certified Scrum Master Trainer by the VMEdu, a Certified Instructor/Trainer and a Certified Internal Verifier/Assessor/Trainer by the Institute of Leadership & Management (ILM). Moreover, he is a Registered Industrial Psychologist by the Health Professions Council of South Africa (HPCSA), a Registered Educator by the South African Council for Educators (SACE) and a Registered Facilitator, Assessor & Moderator with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.



















#### **Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures

20% Practical Workshops & Work Presentations

30% Hands-on Practical Exercises & Case Studies

20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

#### **Course Fee**

**US\$ 7,000** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

#### **Accommodation**

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

#### Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 22th of September 2024

Day 1.	Sunday, 22 Of September 2024
0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
	Course Introduction
0830 - 0900	Overview of Training Analysis • Course Objectives • Expectations &
	Outcomes
	Understanding the Training Cycle
0900 - 0930	Four Phases of the Training Cycle • Role of Training Analysis within the
	Cycle
0930 - 0945	Break
	Why Training Analysis is Important
0945 - 1030	Link Between Training Analysis & Organizational Goals • Risk of
	Inadequate Training Analysis
1030 - 1130	Types of Training Needs
	Organizational • Occupational • Individual
1130 - 1230	Methods of Data Collection
	Surveys • Interviews • Focus Groups
1230 – 1245	Break
1245 – 1420	Analyzing Data
	Quantitative versus Qualitative Data • Importance of Data Triangulation
1420 - 1430	Recap
1430	Lunch & End of Day One



















# Haward Technology Middle East

Monday, 23th of September 2024 Day 2:

Duy L.	monday, 25 or depictinger 2024
0730 - 0830	Identifying Stakeholders
	Internal & External Stakeholders • Influence & Interest Matrix
0830 - 0930	Engaging Stakeholders
	Communication Strategies • Stakeholder Requirements
0930 - 0945	Break
0945 – 1030	Setting Training Objectives
	S.M.A.R.T Goals • Aligning with Business Objectives
1030 – 1130	Budgeting & Resource Allocation
	Cost Estimates • ROI of Training
1130 - 1230	Cost-Benefit Analysis
	Direct & Indirect Costs • Calculating Training Impact
1230 – 1245	Break
1245 - 1420	Financial Approval Process
	Business Case Presentation • Financial Justifications
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3:	Tuesday, 24" of September 2024
0730 - 0830	Training Frameworks ADDIE • SAM
0830 - 0930	Instructional Design
	Learning Theories • Learning Styles
0930 - 0945	Break
0945 - 1030	Content Development
	Material Gathering • Content Structuring
1030 - 1130	Choosing Training Methods
	Classroom Training • Online Training • Hybrid Models
1130 - 1230	Creating Assessments
	Formative Assessments • Summative Assessments
1230 – 1245	Break
1245 - 1420	Validation & Pilot Testing
	Beta Tests • Feedback Loop
1420 - 1430	Recap
1430	Lunch & End of Day Three

Wednesday 25th of September 2024 Dav. 4.

Day: 4:	wednesday, 25" of September 2024
0730 - 0830	Trainer Qualifications
	Required Skill Sets • Trainer Selection Process
0830 - 0930	Facilitation Techniques
	Group Dynamics • Engagement Strategies
0930 - 0945	Break
0945 - 1030	Managing Difficult Situations
	Conflict Resolution • Keeping Focus
1030 - 1130	Using Training Tools
	Presentation Software • Learning Management Systems (LMS)
1130 - 1230	Virtual Training
	Benefits & Challenges • Best Practices
1230 - 1245	Break
1245 - 1420	Feedback Mechanisms
	Instant Feedback • Post-Training Evaluations
1420 – 1430	Recap
1430	Lunch & End of Day Four





















Day 5:	Thursday, 26 <sup>th</sup> of September 2024

Day J.	Thursday, 20 Or September 2024
0730 - 0830	Post-Training Surveys
	Design & Distribution • Importance of Timely Feedback
0830 - 0930	Long-Term Evaluations
	Follow-Up Assessments • Monitoring Skill Application
0930 - 0945	Break
0945 - 1030	Data Analysis for Improvement
	Identifying Gaps • Areas for Revision
1030 - 1130	Reporting & Documentation
	Summary Reports • Recommendations
1130 - 1230	Continuous Improvement
	Feedback Loops • Updating Training Programs
1230 - 1245	Break
1245 – 1345	Course Wrap-Up
	Review of Key Concepts • Certificates & Recognition • Future Learning
	Paths
1345 – 1400	Course Conclusion
1400 – 1415	POST-TEST
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course

#### **Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



## **Course Coordinator**

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org









