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COURSE BROCHURE

Advanced Training Needs Analysis Training Course

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Registered in the United Kingdom and Saudi Arabia

Advanced Training Needs Analysis Training Course

Advanced Training Needs Analysis is a 2-week training course for HR business partners, L&D managers and training coordinators who decide which learning the organisation funds, and each participant completes a training needs analysis report with a prioritised learning plan. Budgets are tighter and executives now expect every learning request to trace back to a performance gap. Jupiter Prime Training runs this course for those who must justify that link.

Why Training Needs Analysis Matters Now

Three forces are reshaping how learning budgets are set. Skills shift faster as automation and new systems change job content, so last year's catalogue rarely fits this year's roles. Line executives ask for evidence before they release funds, and they judge HR by business results rather than training hours. Employees expect development tied to their careers, not generic sessions. An organisation that diagnoses needs well spends less on the wrong courses and closes real capability gaps; one that guesses loses credibility and talent. The course draws on ISO 10015:2019 for competence management and people development and on ISO 30422:2022 for learning and development processes.

Who Gains Most from Training Needs Analysis

- Professionals who translate business strategy into capability requirements for each function
- Specialists who gather evidence on performance gaps from managers, records and job observation
- Coordinators who build the annual learning calendar and allocate seats and budgets
- Advisers who sit with department heads to challenge training requests and agree priorities
- Owners of competency frameworks who keep role profiles and proficiency levels current

An HR or learning team gains most when its business partners and coordinators attend together, so the whole function adopts one method for diagnosing gaps and ranking requests.

Training Needs Analysis Capabilities

Participants move from collecting course wish lists to diagnosing capability gaps and defending a ranked investment case to the executives who hold the budget.

- Assess organisational, task and individual needs with matched evidence sources — department heads setting next year's priorities
- Design interview guides, surveys and observation checklists that isolate skill gaps — line managers and job holders
- Separate training gaps from process, tool and motivation causes — executives deciding where to spend
- Build proficiency-based competency profiles for critical roles — talent and succession owners
- Calculate the cost of a gap and weigh it against intervention cost — finance partners
- Communicate a ranked learning plan with a clear business case — the budget committee

Key Training Needs Analysis Terms

- Training needs analysis — a structured process for identifying the gap between required and current capability and deciding whether learning can close it.
- Performance gap — the measurable difference between the results a role should deliver and the results it currently delivers.
- Competency framework — a set of defined skills, knowledge and behaviours with proficiency levels for each role family.
- Task analysis — breaking a job into duties, tasks and steps to identify the knowledge and skill each step requires.
- Root cause analysis — tracing a performance problem to its source to decide whether training, process change or another fix applies.
- Learning priority matrix — a grid that ranks needs by business impact and urgency to decide which receive funding first.

Training Needs Analysis Day by Day

Day 1: The Business Case for Needs Diagnosis

- Strategy-to-Capability Mapping — Linking Business Goals to Workforce Skills
- ISO 10015 Competence Management Cycle — Where Needs Analysis Sits
- ISO 30422 Learning and Development Process — Scoping the Analysis
- Reactive Versus Proactive Needs Analysis — Choosing the Right Trigger
- Stakeholder Map for the Analysis — Sponsors, Informants and Decision Owners

Day 2: Organisational Level Analysis

- Strategic Plan and Workforce Plan Review — Future Capability Demands
- Environmental Scan of Technology and Market Shifts — Emerging Skill Needs
- Organisational Climate and Culture Indicators — Readiness for Learning
- Business Metrics Review — Where Results Fall Short of Targets
- Critical Role Identification — Focusing Analysis Effort Where It Counts

Day 3: Task and Job Level Analysis

- Job Description and Role Profile Review — Required Duties and Standards
- Hierarchical Task Analysis — Breaking Duties into Teachable Steps
- Critical Incident Technique — Capturing What Separates Strong Performers
- Knowledge, Skill and Behaviour Classification — Selecting the Learning Type
- Task Criticality and Frequency Rating — Deciding Which Tasks Need Training

Day 4: Competency Frameworks and Proficiency

- Competency Model Architecture — Core, Functional and Leadership Clusters
- Behavioural Indicators by Proficiency Level — Making Gaps Observable
- Role Proficiency Profiles — Setting Target Levels per Role Family
- Self and Manager Competency Assessment — Calibrating Ratings
- Framework Maintenance and Version Control — Keeping Profiles Current

Day 5: Individual Level Analysis

- Performance Appraisal Data Mining — Recurring Development Themes
- Individual Development Plan Review — Aligning Personal and Role Needs
- Skills Testing and Work Sample Assessment — Verifying Actual Proficiency
- 360-Degree Feedback Interpretation — Spotting Behavioural Gaps
- Career Path and Succession Inputs — Preparing Future Role Holders

Day 6: Evidence Gathering Methods

- Structured Interview Guides for Managers — Probing Beyond Course Requests
- Needs Survey Design and Sampling — Valid Questions and Fair Coverage
- Job Observation Checklists — Seeing Performance in Context
- Focus Groups with Job Holders — Surfacing Shared Barriers
- Document and System Data Review — Errors, Complaints and Rework Records

Day 7: Diagnosing Root Causes

- Gilbert Behaviour Engineering Model — Environment Versus Individual Causes
- Fishbone Diagram for Performance Problems — Mapping Contributing Factors
- Five Whys Questioning — Reaching the Real Source of a Gap
- Training Versus Non-Training Solutions — Process, Tools, Incentives or Learning
- Gap Statement Writing — Precise Descriptions of Current and Desired States

Day 8: Analysing and Interpreting Findings

- Coding Qualitative Interview Data — Themes Across Departments
- Survey Data Analysis and Cross-Tabulation — Patterns by Role and Site
- Triangulating Evidence Sources — Confidence in Each Finding
- Gap Severity Scoring — Comparing Needs on One Scale
- Visualising Needs Across the Organisation — Heat Maps and Dashboards

Day 9: Prioritising and Costing Learning Investment

- Learning Priority Matrix — Business Impact Against Urgency
- Cost of the Gap Estimation — Lost Output, Errors and Turnover
- Intervention Options Appraisal — Build, Buy, Blend or Coach
- Forecasting Evaluation with the Kirkpatrick Model — Defining Success Measures Upfront
- Budget Allocation Scenarios — Funding Choices Under Constraint

Day 10: Practising the Training Needs Analysis Report

- Applying Organisational and Task Analysis to a Case — Scoping the Gaps
- Applying Root Cause Diagnosis to Case Evidence — Separating Training Needs
- Applying the Priority Matrix to Case Findings — Ranking Investments
- Peer Challenge of the Business Case — Testing Assumptions and Costs
- Completing the Training Needs Analysis Report — Prioritised Learning Plan and Business Case

Applying Training Needs Analysis After the Course

- Run root cause interviews with two department heads who submitted training requests and present which gaps training can close and which need another fix
- Score the current learning calendar against a learning priority matrix and propose which items to fund, defer or drop at the next budget review

Training Needs Analysis Questions FAQ

What is training needs analysis and why does it matter now?

Training needs analysis is the structured diagnosis of capability gaps before learning is funded. It matters now because skills change faster, budgets are tighter and executives expect every learning request to link to a measurable performance gap.

Which roles gain most from advanced training needs analysis?

HR business partners, L&D managers and training coordinators gain most. You benefit if you challenge training requests, own competency frameworks, build the learning calendar or prepare the business case that secures the learning budget.

How does advanced training needs analysis differ from a train the trainer course?

Advanced training needs analysis decides what learning is needed and whether it is worth funding. A train the trainer course focuses on designing and delivering sessions once that decision has been made, so the two cover different stages of the learning cycle.

What do you bring back from advanced training needs analysis?

You bring back a completed needs report for a realistic case, with gap statements, root cause findings, a priority matrix and a costed plan. It serves as a template for your organisation's next annual needs cycle.

Training Needs Analysis: The Way Forward

The training needs analysis report first informs which requests reach next year's learning budget. Business partners use it in conversations with department heads, coordinators turn it into the calendar, and executives use its business case to release funds. After its first cycle, revisit the root cause findings, because many gaps first labelled as training needs turn out to stem from process or tools.