

Course : Analyze training needs

Practical course - 2d - 14h00 - Ref. ABF

Price : 1540 CHF E.T.



Training is often seen as an investment in skills development. For this investment to pay off, you need to know how to define your needs. In this course, you will learn how to use the main needs analysis tools and formalize your conclusions in a set of specifications.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Develop an approach conducive to needs analysis
- ✓ Identify the three levels of needs analysis
- ✓ Know the tools and supports for needs analysis
- ✓ Know how to draw up the conclusions of a needs analysis

Intended audience

Training manager, training project manager, training or pedagogical engineering manager.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Exchange of practices. Collective reflection workshops. Application of needs analysis methodology based on case studies. Feedback from experience.

Course schedule

PARTICIPANTS

Training manager, training project manager, training or pedagogical engineering manager.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Organize needs analysis

- Understand the changes facing the organization.
- Transform the staff classification system into a genuine career development management system.
- Identify solutions to problems encountered.
- Provide arguments in favor of training development.

Group discussion

Identify the arguments in favor of needs analysis.

2 Understand the three levels of needs analysis

- Identify individual level.
- Study the company or unit level.
- Determine the strategic level.

Group discussion

Analyze the strengths and weaknesses of each of the three levels of analysis.

3 Opt for the individual approach

- Assess the strengths and weaknesses of internal resources.
- Identify audience types and training typologies.
- Find out more about individual training needs.
- Build the employee's individual training plan.

Exercise

Exercises to discover the different phases. Analysis of the strengths and weaknesses of this approach.

4 Choose an integrated or performance-based approach

- Study a type of job in detail.
- Describe the missions, tasks and skills required for each type of job.
- Start by analyzing the problems reported.

Case study

Using a case study, reflect on the skills required for an example job.

5 Analyze with a strategic approach

- Prioritize organizational change.
- Know your workforce forecasts.
- Identify the organizational climate.

Exercise

Exercises to discover the different phases. Analysis of the strengths and weaknesses of this approach.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

6 Identify possible tools and media

- Use questionnaires and group interviews.
- Validate needs during professional interviews.
- Use individual tests.

Exercise

Practice conducting a professional interview.

7 Drawing conclusions from the analysis

- Formulate and deliver conclusions.
- Include the essential elements in your specifications.

Exercise

Drafting of needs analysis conclusions.

Dates and locations

REMOTE CLASS

2026 : 11 June, 7 Sep., 10 Dec.