

Human Resources and Talent Development: Training Analyst and HR Strategic

London (UK)

28 October - 1 November 2024

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Human Resources and Talent Development: Training Analyst and HR Strategic

Code: HR28 From: 28 October - 1 November 2024 City: London (UK) Fees: 4400 Pound

Introduction

Business costs are constantly under pressure and the Training Department needs to be able to demonstrate a positive impact on the bottom line. The success and cost-effectiveness of any training and development initiatives depend on the correct and timely analysis of training needs. Training then needs to be evaluated to show the impact on the business and the return on the investment. The programme focuses on training analysis principles and techniques.

Course Objectives

- Understand and leverage management best practices.
- Understand the need for analysis within the context of the training cycle.
- Learn different models for conducting training needs analysis.
- Apply training analysis models to your own role and work context.
- Improve your ability to conduct a variety of skills analyses including critical incident, environmental scanning, and hierarchical task analysis.
- Understand the difference between competencies and competencies.
- Understand the importance of evaluation to a training function.
- Conduct training evaluations at a variety of levels.
- Create a Plan of Action for implementation in your organisation.

Course Outline

Day 1

PEOPLE MANAGEMENT and LEADING TEAMS

- ▣ The importance of socio-technical management
- ▣ Techniques for effective communication
- ▣ Motivating for results
- ▣ Enhancing your coaching skills
- ▣ Empowering employees for improved performance
- ▣ Characteristics of a successful manager
- ▣ Obtaining the benefits of teamwork
- ▣ Characteristics of ineffective teams
- ▣ Characteristics of effective teams
- ▣ Managing conflict in a productive manner
- ▣ Understanding team member styles
- ▣ Creating a virtual team

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▣ Review

Day 2

STRATEGIC PLANNING and NEGOTIATING FOR RESULTS

- ▣ Analysing the strategic planning process
- ▣ Achieving competitive advantage
- ▣ Utilizing dynamic SWOT analysis
- ▣ Focusing on vision and mission
- ▣ The importance of contingency planning
- ▣ Examples of strategic success and failure
- ▣ Gaining insight into the negotiating process
- ▣ Characteristics of an effective negotiator
- ▣ Developing negotiating strategies
- ▣ Employing persuasive negotiation techniques
- ▣ Achieving the benefits of effective negotiating
- ▣ Negotiation exercises
- ▣ Review

Day 3

OPERATIONAL EXCELLENCE and INTRODUCTION TO TRAINING ANALYSIS

- ▣ Lessons from the best-performing companies
- ▣ Benchmarking your operation against the best
- ▣ Creating employee commitment
- ▣ Managing continuous improvement
- ▣ Creating a high-performance organisation
- ▣ Program introductions and objectives
- ▣ The five key areas of training activity -using a model
- ▣ The four key areas of training spend - how to establish unit costs for analysis
- ▣ Analysis of training function efficiency
- ▣ Review

Day 4

TRAINING DELIVERY AND EVALUATION and TREND ANALYSIS

- ▣ How to use the 10-step process - practical group exercise
- ▣ Business expectations compared with training results -case study
- ▣ Analysis methods for training materials
- ▣ Analysis methods for training delivery and for trainees - what information is useful to keep.
- ▣ Understanding evaluation and being able to apply it -worked examples
- ▣ Review
- ▣ What trends are worth analysing? - Practical group exercise
- ▣ In-house and external training -understanding their relationship and Value

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the board.

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- ▣ How to do the analysis and how to produce results -group exercise and case study - complete
- ▣ worked examples will be provided
- ▣ Review

Day 5

EVALUATION PROCESS and APPLYING ANALYSIS TECHNIQUES

- ▣ What would improve training effectiveness?
- ▣ Pedagogical v agrological methods
- ▣ Training duration
- ▣ Incentives
- ▣ The role and positioning of testing
- ▣ Management accountability for training implementation
- ▣ Competencies and the impact of evaluation
- ▣ Should all training be subjected to evaluation?
- ▣ Where and how to get measurements to provide outstanding results
- ▣ Dealing with variance and uncertainty during analysis
- ▣ Succession planning and its effectiveness
- ▣ What to do with poor performers
- ▣ Back at work plans
- ▣ Review

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