PAN AFRICAN
Learning and Growth Network

THE
TRAINING ANALYST

**IMPROVING LEARNING, USING DATA, AND
EVALUATING THE IMPACT OF DEVELOPMENT
TRAINING WORKSHOP**

SANDTON LODGE HOTEL
Corner 12th Avenue and River Road
RIVONIA (Edenburg on GPS)
Johannesburg,
South Africa

**17-21
FEB
2025**

FROM
8:30
TILL **4PM**

REGISTRATIONS FEES
USD2,500

FEE INCLUDES
TRAINING MATERIALS
MEALS & REFRESHMENTS DURING THE DAY
AIRPORT PICKUP AND DROP OFF
HOTEL PICKUP AND DROP OFF
DELEGATE LAPTOP
½ DAY TOUR TO TOURIST ATTRACTION SITES

FEE EXCLUDES
DINNER AND ACCOMMODATION

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CELEBRATING
10 YEARS
PALGNET

INTRODUCTION

The Training Analyst is your go-to guide for mastering the ins and outs of all aspects of learning, training, and development. From figuring out what's working to understanding how to measure success. You'll learn hands-on tactics that you can apply straight away, giving you the skills to make your training course not just effective, but also cost-efficient.

If you join us, you'll get practical, real-world examples that you can use immediately following the course. Whether you're looking to boost your department's value or even turn it into a profit-maker, this training course will give you the tools you need to make it happen.

Course features:

- Learning about learning, training, & development models for training efficiency
- Analysing and measuring to show training results in your organisation
- Constructing training and learning activities that meet organisational objectives
- Understand the benefits of coaching and mentoring as a development strategy
- Learning from best practices in leading organisations

Objectives

- Apply the principles of andragogy to the training cycle (application)
- Differentiate between succession planning and talent management (analysis)
- Design a course outline utilising Blooms taxonomy for educational objectives (synthesis)
- Defend training decisions based on cost-benefit analysis (evaluation)
- Describe the training cycle and its application in the modern training and development department (knowledge)
- Discuss the limitations and advantages of a learning styles approach to training (comprehension)

Training Methodology

The Training Analyst training course will utilise various proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes stimulating presentations supporting each of the topics together with interactive trainer-led sessions of discussion.

There will also be many practical sessions where participants can practice and experience course-related activities. Practical exercises, case studies, short video presentations, small group work and feedback will facilitate learning.

Organisational Impact

- Understand how to demonstrate the value of training
- Apply the use of metrics to the learning function
- Develop skills in TNA and Evaluation
- Understand the essentials of adult learning
- Develop practical, transferable skills

Personal Impact

- Staff promoting methods to enhance learning and development
- Improved employee engagement
- A focus of delivering training with results
- Build and strengthen training skills organisation-wide
- Develop a team of competent and engaging Training Professionals

Who Should Attend?

- Learning and Development Staff
- Training Managers
- All HR Staff
- Talent Management Personnel
- Training Budget Holders

- Succession Planners and those responsible for people development
- Those who need to understand about measurement of training

COURSE OUTLINE

The Training Cycle and Training Needs Analysis (TNA)

- The need for training to produce measurable results
- The Training Cycle (Analysis, Design, Develop, Conduct, Evaluate)
- Aligning training and development to meet business objectives
- Conducting a training needs analysis (TNA)
- Identifying and meeting learning needs

The Use of Learning Objectives, Design & Development

- Understanding knowledge, skills & attitude (KSA)
- What are learning outcome objectives and why do we need them?
- Writing objectives using Bloom's Taxonomy
- Internal vs. External training provision
- Design and development essentials for all learning activities

How People Learn and Barriers to Learning

- Re-engineering the learning experience – Andragogy Explored
- How to measure learning styles and the limitations
- The use of aptitude testing and personality testing
- The limitations of testing personality
- Overcoming learning problems

Evaluating Training

- The rationale for the evidence-based approach
- State-of-the-art analytics: Stages on the journey
- Understanding the use of metrics in training
- Kirkpatrick's levels of evaluation
- Calculating a cost-benefit and the return on investment (ROI)

Critical Issues in Training, Learning, & Development

- Should training functions be profit centres?
- Differentiating succession planning & talent management
- Understanding the learning needs of New Generations (Gen Y & Z)
- Understanding coaching and mentoring
- Personal action planning

Certificates

On successful completion of this training course, PALGNET Certificate will be awarded to the delegates

Registration Fees

$2,500

Fee Includes

- Training Materials
- Meals & refreshments during the day
- Airport pickup and drop off
- Hotel Pickup and drop off
- Delegate Laptop
- ½ day tour to tourist attraction sites

Fee Excludes

- Dinner and Accommodation

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Welcome to the Sandton Lodge Rivonia,
we extend a very warm welcome and trust
your upcoming stay or conference with us
will be both enjoyable and comfortable.

The Simama Hotels Sandton Lodge Rivonia offers business services and facilities. Our 34 Suites are all strictly non-smoking and have; Air-conditioning and Heating, Tea and Coffee Facilities, DSTV Decoder, a Mini-Bar Fridge (Stocked on request) and complimentary Broadband WIFI Internet Access with Secure on-site Parking available.As part of our continued guest-safety measures and growing international trend, the Sandton Lodge Hotel is a cashless establishment, for your convenience all major Credit and Debit cards are accepted in addition to Snap-Scan and Apple-Pay facilities.