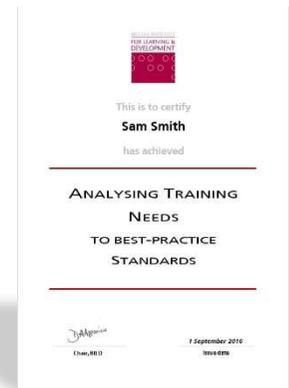




Analysing Training Needs to best-practice Standards

5 online
self-paced modules



*"I have learnt so much, and cannot wait to start
applying the skills"*

Nafisa Ahmed
EMTS Etisalat, Nigeria

Overview

The global economy has blurred geographic boundaries. Business have become worldwide entities with the attendant requirement for staff, particularly those specialising in Learning and Development, to possess qualifications demonstrating that their knowledge and skills meet international best-practice.

The Analysing Needs to best-practice Standards course offers a structured approach to identifying learning needs to ensure quality in the design of learning interventions. Accurately discerning learning and the business needs enables solutions to address performance gaps between what a target group currently knows or does and what the business requires it to know or do.

Benefits

To the delegate

- ➔ Discover a best-practice process for analysing learning needs
- ➔ Complete the course at their own pace, at times to suit them
- ➔ Bring the theory to life by applying key learning points to a real-life project

To the organisation

- ➔ Involves the learning community at an early stage of the intervention builds buy-in
- ➔ A community of L&D professionals, assessed against international standards
- ➔ Applies of a consistent approach to the TNA process based on a best-practice model
- ➔ Builds trust in the applicability and reliability of learning interventions in the business
- ➔ Ensures efficient selection of appropriate learning options based on available budget

Who is it for?

This course is ideal for L&D professionals who are called upon to investigate learning needs of a target group.

Course objectives and assessment

Delegates plan the analysis of their own learning event to meet the criteria of the Analysis Profile, using the templates provided.

Course programme

What you'll do

This comprises five online, self-paced sessions. Delegates need to allow 2-3 hours of study per module and to complete all sessions, including required activities and adjustments you'll make, based on feedback.

- ➔ **Module 1:** Scoping and Planning for Evaluation. In this module, you'll read about The Analysis Process before learning about the detail behind Scoping the Project and Planning for Evaluation. There is an information module to work through before you complete the recap quiz and upload the template, outlining how you'll scope the project and plan for evaluation.
- ➔ **Module 2:** In this module, your focus turns to a variety of methods and tools you can use to gather and analyse information before you recommend any solutions. You'll read about the techniques and listen to an interview. There is an online activity and recap quiz to complete before you upload your template, explaining preparations that you'll need to make.
- ➔ **Module 3:** In the third module, you'll read about analysing the content as well as listen to an interview where an analyst discusses their process for examining content. After the online activity and recap quiz, you will upload the analysis of your own content.
- ➔ **Module 4:** Aims & Outcomes, Delivery Options and Analyse the Environment. This module comprises videos to watch, podcasts to listen to and things to read. As well as online activities, you'll also complete a recap quiz and upload your template for feedback.
- ➔ **Module 5:** In the final module, before uploading your reflective summary, you'll read about time, costs and recommendations. You will also take part in practice activities and upload your final template for feedback from the course tutor.

The British Institute for Learning and Development Standards

This course delivers a competency set aligned to the relevant [L&D Standards](#) published by the British Institute for Learning & Development:

- ➔ Establish learning needs in line with organisational performance outcomes
- ➔ Establish learning needs in line with organisational performance and outcomes (BILD 1)
- ➔ Scope projects by liaising with sponsors (BILD 1.1)
- ➔ Define required organisational outcomes (BILD 1.2)
- ➔ Agree performance improvement criteria that are aligned to a desired organisational outcome and timeframe (BILD 1.3)
- ➔ Gather information from the organisation about the performance gap to validate the sponsor's need (BILD 1.4)
- ➔ Identify the audience characteristics, practical constraints and learning requirements (BILD 1.6)
- ➔ Determine the content including aims and outcomes with key and detailed learning points (BILD 1.7)
- ➔ Analyse learning environment for suitability and mitigate issues (BILD 1.8)
- ➔ Cost the solution and estimate timings (BILD 1.10)
- ➔ Forecast organisational benefits including how and when the impact of the intervention will be measured (BILD 1.11)
- ➔ Plan the recommendation (BILD 1.12)
- ➔ Gain sponsor support for the learning solution presented (BILD 1.13)
- ➔ Select appropriate delivery methods and media building in social contexts (BILD 2.4.4)
- ➔ Respect the time constraints of others during interactions (BILD 7.14)

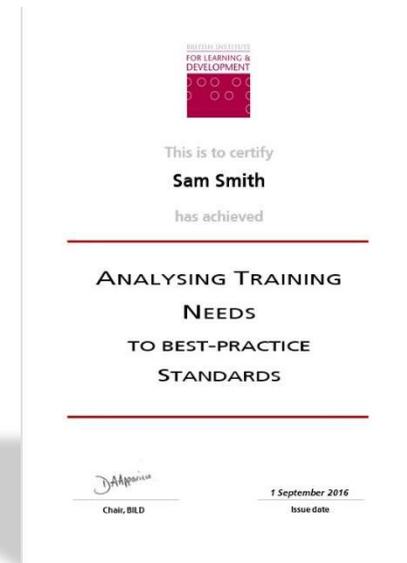
Certification

Certification follows assessment against best-practice L&D Standards, awarded by The British Institute for Learning & Development.

Next steps

This course may be upgraded to **The British Institute International Diploma in Learning and Development** by completing The International Certificate in Training and two additional courses: Designing & Developing Training to best-practice Standards and Developing Blended Learning programmes to best-practice Standards.

Upon completion, delegates may use the post-nominal letters BILD.dip and are entitled to **free** professional Institute membership for one year at Member level (MBILD), if not already a member.



Contact us

For further information, contact the British Institute's International Qualification Support Team



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