



ISCS Consulting Limited



# **TRAINING NEEDS ANALYSIS & TRAINING IMPACT ASSESSMENT**

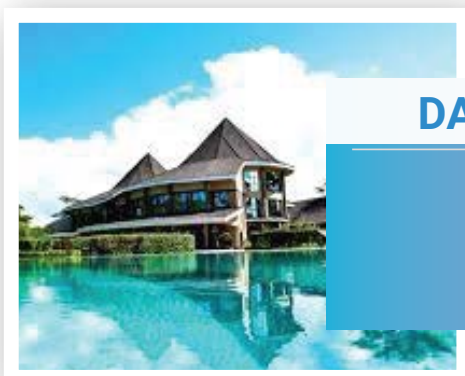
### Introduction

In today's rapidly evolving business landscape, organizations must continuously adapt and improve to maintain their competitive edge. Training Needs Analysis (TNA) and Training Impact Assessment (TIA) are pivotal processes that ensure training programs remain relevant, effective, and aligned with organizational goals. This comprehensive 5-day training program is meticulously designed to equip participants with the skills and knowledge required to identify training needs within their organizations and evaluate the impact of training initiatives on employee performance and business outcomes.

Throughout this comprehensive training program, participants will learn how to systematically assess the training needs of their workforce, considering both current and future skill requirements. They will explore various methodologies and tools for conducting effective TNAs, enabling them to tailor training initiatives that align with their organization's strategic objectives. By understanding the principles and best practices of TNA, participants will be better equipped to enhance their organization's learning and development strategy.

In addition to TNA, this course will cover the critical aspect of Training Impact Assessment. Participants will gain insights into evaluating the effectiveness of training programs, ensuring that investments in employee development yield measurable results. They will learn how to design and implement robust assessment frameworks, utilize key performance indicators, and analyze data to make informed decisions about the value and impact of training initiatives. By the end of this course, participants will possess the skills to not only identify training needs but also to measure and demonstrate the return on investment of training programs. This dual focus on TNA and TIA will enable participants to create a comprehensive approach to workforce development and performance improvement.

Join us for this valuable training program and take the first step towards optimizing your organization's training initiatives. Equip yourself with the skills and knowledge to conduct effective Training Needs Analysis and Training Impact Assessments, and drive your organization's success through strategic learning and development. Register today to secure your place in this transformative course.



### DATES & VENUES

**Venue** : Lake Naivasha Resort, Naivasha  
**Date** : 02<sup>nd</sup> – 06<sup>th</sup> September , 2024  
**Duration** : 5 Days

## Lead Trainer



### **Dismus Obondo**

**MSc. Human Resource Management,  
BEd., MIHRM, MIMIS**

Dismus Obondo is an experienced human resource management expert with a remarkable track record spanning over 30 years in training, management and consultancy. He has experience supporting public, commercial and development sectors with special emphasis in training needs analysis, training impact assessments, performance management, job evaluation and analysis, strategic planning, research and surveys.

Dismus was the Director of Human Resource Management at the County Government of Siaya for 4 years till 2018. In this role he oversaw the overall management of human resource activities such as capacity development and training, performance management, strategic management and leadership, recruitment etc. He is an accomplished trainer and consultant having overseen various assignments on training needs analysis and training impact assessment. He was instrumental in conducting capacity assessments and skills gap analysis for the Judiciary, County Government of Siaya, KEMSA, KEMRI, Catholic Relief Services, and Refugee Consortium of Kenya, just to mention a few. For the Judiciary Performance Improvement Program, he spearheaded a donor funded training support program by the World Bank. He was instrumental in determining the training needs, measuring training impact and preparing reports for the development partners.

His technical aptitudes include training needs analysis, training impact assessments, performance management systems analysis and assessments, strategic/operational planning and implementation, staff development, management information systems, and reporting. He has worked in highly competitive set ups with divergent staffing and manpower issues. Throughout his career, Dismus has been a guiding force for countless organizations, delivering impactful results and facilitating sustainable success. With his wealth of experience, strategic acumen, and commitment to excellence, Dismus continues to be a highly sought-after expert in human resource management.

He holds a Master of Science in Human Resource Management and is a licensed Human Resource Professional by the Institute of Human Resource Management, Kenya (IHRM) and is a member of the Institute for Management Information Systems (IMIS).

## Course Objectives

At the end of the programme participants will be expected to have fully understood the fundamental steps and activities in conducting a Training Needs Analysis and Training Impact Assessment, and be in a position to successfully apply the principles learnt in the work place. They will therefore be expected to:

- Understand the importance of Training Needs Analysis and Training Impact Assessment.
- Develop the ability to identify and assess training needs within an organization.
- Learn various methodologies and tools for conducting effective TNAs.
- Design and implement robust frameworks for Training Impact Assessment.
- Utilize key performance indicators to evaluate the effectiveness of training programs.
- Analyse data to make informed decisions about training investments.
- Create and execute an implementation roadmap.
- Enhance the overall learning and development strategy of the organization.
- Meet and network with professionals from various industries.

## Course Content

### Day 1: Organization Performance Overview

- Overview of Organizational Performance Management
- Analyzing Organizational Performance

### Day 2: Conducting Training Needs Analysis

- Training Needs Analysis Overview
- Conducting Training Needs Analysis

### Day 3: Training Design and Delivery

- Introduction to Training Design
- Training Design Continued

### Day 4: Training Design and Delivery Continued

- Preparing for Training Delivery
- Delivering the Training

### Day 5: Conducting Training Impact Assessment

- Overview of Training Evaluation
- Measuring Training Costs Vs Benefits



## Target Groups

- Executive Directors/CEO/DG's
- Human Resource Professionals
- Learning and Development Managers & Staff
- Training Coordinators
- Training Committee Members
- Senior Managers
- Work Team Leaders
- Project Managers/ Officers
- Heads of Departments

## What Others Have Said

"The course was excellent and timely... The heads of departments that attended the programme are now very confident and easily relate their operational activities to the Performance Contract."

**Samuel Ngethe**, Human Resources Manager - Kenya Industrial Property Institute

"Steve, who attended the course from our offices found the three-day workshop very useful and has recommended that we send some of our staff from Kichwa to the next workshop. Would you please let me have dates of the next workshop so that I may inform Kichwa..."

**Theresa Pereira**, General Manager - CC Africa Group

"The programme was value adding and made the participants understand the basics in a more practical approach"

**Mr. Sanjeev Sarkar**, General Manager - Regal Pharmaceuticals

**Note:** Some of those quoted above may have since changed roles

## Investment

**KShs. 84,900/ USD 849 (excl. VAT)**

**per participant for the 5 Day Programme**

## TALK TO US

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## Our Past Clients





ISCS Consulting Limited  
For more information, visit [www.iscs.co.ke](http://www.iscs.co.ke)

# TRAINING NEEDS ANALYSIS & TRAINING IMPACT ASSESSMENT

## Contacts

Call us for more information:



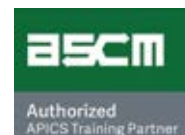
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ISCS Consulting is an IHRM Certified HR Firm – Reg No. C00456





ISCS Consulting Limited  
(A division of Fremont International Associates Ltd)

# APPLICATION FOR REGISTRATION & TRAINING AGREEMENT

## Training Needs Analysis & Training Impact Assessment

PLEASE WRITE IN BLOCK LETTERS

<b>Company Name:</b>	<input type="text"/>
<b>Physical Address:</b>	<input type="text"/>
<b>Postal Address:</b>	<input type="text"/>
<b>Postal Code:</b>	<input type="text"/>
<b>Telephone:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>

<b>Delegate Names &amp; Job Designation (Title)</b>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
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\* (Attach additional names in a separate sheet of paper as appropriate)

<b>Name:</b>	<b>Authorization Signature:</b>
<b>Position:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
<b>Signature:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/>

\* (This booking is invalid without a signature from the contracting organization)

<b>Please specify any dietary requirement or any other special requirements (disability, e.t.c.)</b>	<input type="text"/>
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\* (Attach additional in a separate sheet of paper as appropriate)

<b>STANDARD TUITION FEES</b>
<div style="border: 1px solid black; width: 50px; height: 50px; display: inline-block; margin-right: 10px;"></div> <h2 style="margin: 0;">KShs. 84,900/ USD 849 (excl. VAT)</h2>
<p><b>PAYMENT DETAILS:</b></p> <ul style="list-style-type: none"> <li>• Please make cheques payable to Fremont International Associates Ltd</li> <li>• Payments must be made prior (or at the training venue on the commencement day of the training) upon registration</li> </ul>

**Terms & Conditions**

SUBMISSION OF A REGISTRATION FORM SHALL BE DEEMED TO BE ACCEPTANCE OF THE ORGANIZERS TERMS AND CONDITIONS, AND SHALL BE JOINTLY AND SEVERALLY BINDING ON APPLICANT AND THE APPLICANT'S CORPORATE ENTITY

1. Fees Terms: Fees are inclusive of training material and refreshments.
2. Payment Terms: Following completion and return of the registration form, full payment is required within 5 days from receipt of the invoice. Payment must be received prior to the conference date. A receipt will be issued on payment. Due to limited conference space we advise early registration to avoid disappointment. We reserve the right to refuse admission if payments is not made in full unless otherwise stated on the registration form or ISCS is informed before the training date.
3. Cancellation/Substitution: In the event of cancellation, 50% of fees will be charged provided cancellation in writing is received 2 days before the training date. Any cancellation done after that the client will be charged the full amount of the training. You are however encouraged to provide a substitute in the event of a cancellation.
4. No-Refund Terms: Kindly note that the company operates on a no-refund policy with regard to fees already paid, the client is however encouraged to provide a substitute. Please notify us in writing of any such substitution.