Course Introduction

The field of **training analysis** is rapidly growing, playing a pivotal role in shaping world-class training functions. This innovative **Training HR Business Analyst Program** focuses on critical areas of training measurement, evaluation, and analysis, providing participants with practical tools and methodologies for creating high-value, results-driven training initiatives.

Participants in this program will gain a comprehensive understanding of training analysis, equipping them with actionable tools that can be applied in real-world professional scenarios. Whether transitioning training functions into profit centers or improving the strategic value of training, this course lays the groundwork for success.

The curriculum integrates concepts from **business systems analyst training**, **HR data analyst courses**, and **HR process analyst practices** to empower HR professionals in leveraging data for strategic decision-making. From emerging HR data analysts to aspiring HR business analyst managers, this program is designed as a stepping stone to professional growth.

Targeted Groups

This course is ideal for:

- HR personnel.
- Training managers and team members.
- Professionals managing training budgets.
- Succession planners and people development leaders.

Course Objectives

By the end of this **Training HR Business Analyst Course**, participants will be able to:

- Measure training effectiveness using modern evaluation models.
- Identify trends and conduct efficiency analyses.
- Set up and measure the impact of training elements and demonstrate their efficiency.
- Assess skills, knowledge, behaviors, competencies, attitudes, and personality traits.
- Demonstrate the organizational benefits of trend changes.
- Utilize software to measure department-wide or company-wide competencies.
- Produce detailed data on training effectiveness and individual applications.
- Evaluate trainer performance and efficiency.

Targeted Competencies

Participants will develop competencies in:

- Problem management and solving.
- Advanced data analysis.
- Creativity and conceptual thinking.
- Balanced decision-making.
- Results orientation.
- Mastering new training models for efficiency.
- Measuring and showcasing training outcomes.

Course Content

Unit 1: The Added Value Role of Today’s Training Analyst

- The value proposition of training within organizations.
- Importance of producing measurable results from training.
- Identifying and understanding training customers.
- Creating auditable and efficient training processes.
- Managing training budgets and expenditures.
- Adding measurable value through training activities.
- The critical role of the training analyst.

Unit 2: How People Learn and Barriers to Learning

- Exploring learning styles and their impact on training outcomes.
- Cost-effective methods to measure learning styles.
- Personality traits and their influence on training results (Big Five model).
- Realistic expectations for training outcomes.
- Addressing and overcoming learning difficulties.
- Identifying optimal timing for effective training delivery.
- Retention strategies and their importance in training.
- Motivational factors in learning and innovative approaches to improve them.

Unit 3: Specifying and Constructing Training Properly

- Defining and writing clear learning outcome objectives.
- Essential documents for training courses.
- Effective use of visual aids and training materials.
- Calculating room and screen size requirements.
- The role of sound in enhancing learning.
- Benefits of using curated video content in training.

Unit 4: Training Analysis – The Key Areas of Measurement

- Budget management and cost monitoring for training.
- Creating organizational value through training initiatives.
- Understanding competency frameworks and setting improvement standards.
- Linking performance to competency and productivity.
- Techniques for measuring training impact and competency improvement.
- Leveraging software to measure and automate training needs analysis (TNA).

Unit 5: Measuring and Reporting Training Results

- Formulas for calculating training value and unit costs.
- Maximizing training activities while controlling expenses.
- The evolving leadership role of training functions.
- Handling uncertainty and adapting during training sessions.
- Real-world case studies demonstrating training success.
- Evaluating the feasibility of transitioning training functions into profit centers.
- Role and importance of end-of-course evaluations and feedback questionnaires.

By completing this program, participants will gain the analytical skills, tools, and insights necessary to transform training functions into strategic assets that drive measurable results and organizational growth.