Elevora
Global Training

COURSE BROCHURE

Training Needs Analysis and Evaluation

Human Resources

Code	Duration	Formats	Language	Certificate
HR-104	**5 or 10 days**	**Classroom, live online, in-house, blended**	**English or Arabic**	**Certificate of completion**

A practical human resources course covering conducting training needs analysis, designing learning solutions and kirkpatrick and Phillips evaluation models. Run as a 5-day core or 10-day extended programme, in 16 cities, live online or in-house, and fully customisable for your team.

About this course

Training Needs Analysis and Evaluation gives delegates a structured, practical understanding of conducting training needs analysis and designing learning solutions, then builds the skills to apply kirkpatrick and Phillips evaluation models, calculating training ROI and reporting learning impact to management in real work. Sessions are led by practitioners with at least 15 years in the field.

Who should attend

HR managers, business partners, talent and L&D specialists, and line managers who lead people.

What you will learn

- Conducting training needs analysis
- Designing learning solutions
- Kirkpatrick and Phillips evaluation models
- Calculating training ROI
- Reporting learning impact to management

5-day course outline

Day 1	**Conducting training needs analysis**	Concepts, standards and terminology, with a diagnostic exercise to baseline the group.
Day 2	**Designing learning solutions**	Methods and tools explained step by step, with worked examples from real operations.
Day 3	**Kirkpatrick and Phillips evaluation models**	Hands-on practice in small groups using realistic data, cases and templates.
Day 4	**Calculating training ROI**	Case studies of successes and failures, and how to apply the lessons in your organisation.
Day 5	**Reporting learning impact to management**	Integration exercise, final knowledge check and a personal action plan.

10-day extended programme

Includes the full 5-day outline, plus a second week of applied work:

Day 6	**Applied workshop: Conducting training needs analysis** — Deeper practice with your own data or site examples.
Day 7	**Applied workshop: Designing learning solutions and kirkpatrick and Phillips evaluation models** — Group exercises that combine methods from week one.
Day 8	**Field case study: Calculating training ROI** — A detailed industry case worked through from start to finish.
Day 9	**Advanced practice: Reporting learning impact to management** — Tools, templates and checklists to take back to work.
Day 10	**Assessed project and presentation** — Each delegate presents an improvement plan and completes the final assessment.

Upcoming classroom dates

More dates, cities and live online sessions on request.

Dates	City	Length	Fee per delegate
16 Nov 2026 to 27 Nov 2026	London	10 days	**$6,250**
7 Dec 2026 to 11 Dec 2026	London	5 days	**$3,450**
3 Jan 2027 to 7 Jan 2027	Cairo	5 days	**$2,450**
8 Feb 2027 to 12 Feb 2027	Istanbul	5 days	**$2,450**
15 Mar 2027 to 19 Mar 2027	Istanbul	5 days	**$2,450**

Fees per delegate (2026 to 2027)

Format	5 days	10 days
Classroom: Dubai, Istanbul, Cairo, Kuala Lumpur	**$2,450**	**$4,450**
Classroom: London, Europe, Singapore	**$3,450**	**$6,250**
Live online	**$1,450**	**$2,650**
In-house, group of up to 15	**From $12,900**	**From $23,500**

Classroom fees include tuition, materials, lunch and refreshments, and a certificate. 10% group saving for 3 delegates, 15% for 5 or more.

Tailored to your team

Change the level, language, length (1 to 20 days) and format, add topics from other courses or entirely new topics, and include your own case studies, site visits or exam preparation. Build it online for an instant indicative fee.

Register or request an in-house proposal

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