Advanced Training Needs Analysis and Competency Mapping Training Course



02 - 06 Nov 2026

Lisbon

4500 € (Per Person)

Ref: #TDD5951_189211

Course Introduction / Overview:

This course provides a comprehensive framework for mastering the critical processes of Training Needs Analysis (TNA) and Competency Mapping. In today's dynamic business environment, aligning employee skills with strategic organizational goals is paramount for sustainable success. This program moves beyond traditional training approaches to equip participants with advanced techniques for accurately identifying skill gaps, developing robust competency frameworks, and designing targeted learning interventions that deliver measurable results. Drawing on foundational concepts from experts like Scott B. Parry, who defined competency as a cluster of related knowledge, skills, and attitudes that affects a major part of one's job, this course emphasizes a data-driven methodology. Participants will explore how to integrate TNA and competency mapping into a cohesive talent management strategy, ensuring that every training dollar is invested effectively. At BIG BEN Training Center, we have designed this curriculum to be intensely practical, enabling professionals to translate theory into actionable plans that enhance workforce performance, support succession planning, and drive organizational growth. This is not just about training; it's about building a future-ready workforce.

Target Audience / This training course is suitable for:

- Human Resources Managers and Directors.
- Learning and Development Specialists.
- Organizational Development Consultants.
- Talent Management Professionals.
- Training Coordinators and Managers.
- Line Managers and Department Heads involved in employee development.
- HR Business Partners.
- Performance Management Specialists.

Target Sectors and Industries:

- Banking and Financial Services.
- Information Technology and Telecommunications.
- Healthcare and Pharmaceuticals.
- Oil, Gas, and Energy.
- Manufacturing and Engineering.
- Retail and Consumer Goods.
- Hospitality and Tourism.
- Governmental and Public Sector Organizations.
- Non-Profit and Non-Governmental Organizations.
- Consulting and Professional Services.

Target Organizations Departments:

- Human Resources Department.
- Learning and Development Department.
- Training and Development Department.
- Organizational Development Department.
- Talent Management Department.
- Strategic Planning Department.
- Operations Departments.
- Performance Management Department.

Course Offerings:

By the end of this course, the participants will have able to:

- Conduct a comprehensive Training Needs Analysis at organizational, team, and individual levels.
- Design and implement various data collection methods for TNA, including surveys, interviews, and focus groups.
- Develop a strategic competency framework aligned with corporate values and business objectives.
- Define and differentiate between core, functional, and leadership competencies.
- Map existing employee competencies against required job profiles to identify critical skill gaps.
- Analyze TNA data to prioritize training needs and build a compelling business case for investment.
- Design targeted and effective training interventions based on competency gap analysis.
- Evaluate the impact and return on investment (ROI) of training programs using established models.
- Integrate competency mapping with performance management, recruitment, and succession planning.
- Develop a strategic action plan for continuous learning and workforce development.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, experiential, and participant-centered, ensuring that learning is both engaging and directly applicable to the workplace. We employ a blended learning approach that combines expert-led presentations with a variety of practical activities. Participants will engage in real-world case study analyses, allowing them to dissect complex organizational challenges and apply TNA and competency mapping principles to find viable solutions. Collaborative group discussions and brainstorming sessions will foster a rich learning environment where diverse perspectives are shared and new ideas are generated. A significant portion of the course is dedicated to hands-on workshops where participants will practice developing competency models, designing TNA survey questions, and analyzing sample data. Role-playing scenarios will simulate stakeholder meetings, helping participants refine their communication and influencing skills for presenting their findings and gaining buy-in. Continuous feedback will be provided by the facilitator and peers throughout the sessions, promoting a cycle of learning, application, and refinement. This practical, hands-on approach ensures that participants leave not just with knowledge, but with the confidence and skills to implement these strategic HR tools effectively within their organizations.

Course Agenda (Course Units):

Unit One: Foundations of Strategic TNA and Competency Management

- The Strategic Role of TNA in Modern Organizations.
- Linking TNA to Business Goals and Performance Metrics.
- Understanding the ADDIE Model in the Context of Needs Analysis.
- Introduction to Competency-Based Human Resource Management.
- The History and Evolution of Competency Mapping.
- Defining Competencies: Knowledge, Skills, and Attitudes (KSAs).
- Differentiating Between TNA and Performance Gap Analysis.

Unit Two: Conducting an Effective Training Needs Analysis

- The Three Levels of Analysis: Organizational, Task, and Individual.
- Quantitative Data Collection Methods: Surveys, Questionnaires, and HR Analytics.
- Qualitative Data Collection Methods: Interviews, Focus Groups, and Observation.
- Designing Effective TNA Instruments and Tools.
- Analyzing and Interpreting TNA Data for Actionable Insights.
- Identifying Performance Problems vs. Training Needs.
- Stakeholder Management and Communication in the TNA Process.

Unit Three: Designing and Developing Competency Frameworks

- Building a Business Case for a Competency Framework.
- Types of Competencies: Core, Leadership, and Functional/Technical.
- Steps to Develop a Competency Model from Scratch.
- Using Competency Dictionaries and Libraries.
- Defining Proficiency Levels and Behavioral Indicators.
- Validating the Competency Framework with Key Stakeholders.
- The Process of Competency Profiling for Different Roles.

Unit Four: Bridging the Gap: From Analysis to Solution Design

- Conducting a Comprehensive Competency Gap Analysis.
- Prioritizing Training Needs Based on Urgency and Impact.
- Mapping Training Solutions to Identified Competency Gaps.
- Developing Individual Development Plans (IDPs).
- Exploring Non-Training Interventions for Performance Improvement.
- Designing a Blended Learning Curriculum.
- Budgeting and Resource Allocation for Training Initiatives.

Unit Five: Implementation, Evaluation, and Integration

- Presenting TNA Findings and Recommendations to Management.
- Implementing Competency-Based Training Programs.
- The Kirkpatrick Model of Training Evaluation: Four Levels of Impact.
- Calculating Training Return on Investment (ROI).
- Integrating Competency Frameworks into HR Systems: Recruitment, Performance, and Succession.
- Future-Proofing the Workforce: Using TNA for Proactive Skill Development.
- Creating a Culture of Continuous Learning and Development.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can organizations effectively balance the need for standardized core competencies with the demand for specialized, role-specific skills in their competency frameworks?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by treating Training Needs Analysis and Competency Mapping not as separate administrative tasks, but as deeply integrated components of a holistic talent management strategy. While many programs focus on the "how-to" of each process individually, our curriculum emphasizes the powerful synergy between them. We guide participants to use competency frameworks as the strategic lens through which TNA is conducted, ensuring that analysis is always aligned with the organization's most critical capabilities. The course places a strong emphasis on data-driven decision-making, moving beyond intuition to equip participants with the skills to analyze both quantitative and qualitative data to build a compelling business case for training investment. Furthermore, the program is forward-looking, addressing how these tools can be used not just to solve current performance issues but to proactively identify future skill requirements and build a resilient, agile workforce. The practical, case-study-driven methodology ensures that participants learn to navigate the real-world complexities of stakeholder management, resource constraints, and demonstrating a tangible return on investment, making the learning immediately applicable and impactful.