BOOST
THE LEADING TRAINING PROVIDER

HR Strategy and Training

Evaluating Training Effectiveness and Measuring ROI

Course Introduction

Training of employees and staff equip any organization to implement technologies and developments that drive efficiency. Employees are most likely to value companies that invest in their career advancement and tend to stay longer at those organizations, resulting in even more cost savings to the business. The benefits of employee development are undeniable, but measuring and maximizing the direct business impact of trainings isn't that easy.

This BOOST training course is designed to enhance participant's understanding of the evaluation, measurement and utilization of training ROI in the company. This course will cover the concrete ways to measure training ROI and prioritize training programs in the organization to reap the benefits.

Target Audience

This course is designed for all those who are related to interviewing and selection process.

Learning Objectives

At the end of the training course, participants will be able to

- Gain a comprehensive understanding of the issues related to the evaluation of training ROI.
- Understand and implement techniques for identifying training needs
- Identify the goals of the trainings and be able to increase productivity and personnel performance.
- Determine the effectiveness of organization's training program and the trainings itself.
- Evaluate the training method used and the use of time for trainer and employee.

• Plan, organise and deliver relevant training interventions.
• Demonstrate the business case for specific training interventions.

Course Outline

• **01 Day One**

  An Overview of the Strategic Role of Training

  ◦ The Strategic Context of Training
  ◦ The Business Case for Training Investment
  ◦ The Principles of Effective Employee Development: Training Models
  ◦ Evaluating Training
  ◦ Effective Processes for Measuring Training Return on Investment (ROI)
  ◦ The Role of Senior Managers, HR Professionals and Line Managers in Evaluating, Measuring and Maximizing Training ROI

• **02 Day Two**

  Aligning Training to Business Objectives: Maximizing Training ROI

  ◦ The Organizational Context
  ◦ Business Strategy: The Need for Long-term Planning for Future Skills and Competencies
  ◦ Establishing Training Needs
  ◦ Aligning Training with Business Needs
  ◦ Planning and Delivering Effective Training
  ◦ Maximising training ROI

• **03 Day Three**

  Evaluating and Measuring Training ROI

  ◦ Making the Business Case: Arguments for and Against Measuring the Cost Effectiveness of Training
  ◦ What and How to Measure
  ◦ Identifying Appropriate Success Criteria
  ◦ Measuring the Effectiveness of Training
  ◦ Forecasting Costs and Benefits
  ◦ Calculating the Training ROI

- **04 Day Four**

  Managing the Training Process

  - Identifying Effective Approaches to Training
  - The roles and responsibilities of senior managers, HR professionals, line managers, and employees
  - Establishing Strategic Training Objectives
  - Identifying Training Objectives at the Operating and Individual Level
  - Planning and Preparing Training Budgets and Implementing Training
  - Internal or external training provision

- **05 Day Five**

  Evaluating Training

  - Determining how Training will be Evaluated: Models and Methodologies
  - Purpose of Evaluation
  - Levels of Evaluation
  - Linking Evaluation to Training ROI
  - Some Myths about Evaluation
  - Group discussion: What is your organization's training plan program? How effective and cost efficient is it?

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 13, 2025	April 17, 2025	5 days	4250.00 $	Qatar - El Doha
April 21, 2025	April 25, 2025	5 days	4950.00 $	England - London
July 14, 2025	July 18, 2025	5 days	4950.00 $	Spain - Madrid
Oct. 12, 2025	Oct. 16, 2025	5 days	2150.00 $	Virtual - Online
Dec. 15, 2025	Dec. 19, 2025	5 days	4250.00 $	UAE - Abu Dhabi
Aug. 25, 2025	Aug. 29, 2025	5 days	4250.00 $	Oman - Muscat