

THE TRAINING ANALYST



GENTEX[®]
TRAINING CENTER



Introduction

The Training Analyst Training Course gives professionals a clear path to data-driven learning and development. Organizations invest heavily in staff training, yet many cannot prove its value. A skilled training analyst solves this problem. This role identifies skill gaps, measures learning results, and links training to business goals. Furthermore, it turns raw data into clear recommendations that leaders trust.

Gentex Training Center designs this five-day program to build practical analysis skills. Participants learn to apply the Kirkpatrick Model, Training Needs Analysis, and ROI methods. In addition, they practice building dashboards and reports that guide smart decisions. As a result, they help their organizations spend training budgets wisely.

The Training Analyst Course Objectives

- Define the role of the training analyst and explain its place within learning and development strategy.
- Conduct a Training Needs Analysis using surveys, interviews, focus groups, competency frameworks, and performance gap analysis.
- Write measurable learning objectives using SMART criteria and the action verbs of Bloom's Taxonomy.
- Collect, clean, and organize training data from Learning Management Systems, HR databases, and feedback forms.
- Analyze training data with Excel formulas, pivot tables, descriptive statistics, and simple trend analysis.
- Evaluate training programs at every level using the Kirkpatrick Model and the Phillips ROI Methodology.
- Build clear dashboards and visual reports in Power BI and Excel for managers and senior stakeholders.

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- Track key training KPIs, including completion rate, assessment scores, learning transfer, and cost per learner.
- Apply the ADDIE model and the 70:20:10 framework to strengthen program design and delivery.
- Present findings and recommendations that support budget, strategy, and workforce planning decisions with confidence.

Course Methodology

- Interactive lectures explain each concept with clear, simple examples.
- Real datasets let participants practice analysis in Excel and Power BI.
- Case studies show how organizations apply the Kirkpatrick Model and Phillips ROI.
- Group workshops build needs analysis and reporting skills.
- Peer discussions encourage participants to share practical experience.
- Templates, checklists, and sample dashboards support work back on the job.
- Trainers give instant feedback after each activity.

Who Should Take This Course

- Training analysts and learning and development specialists who want stronger analytical skills
- Training coordinators and training managers who oversee program delivery
- Human resources officers and talent development professionals
- Performance improvement and HR analytics specialists
- Corporate academy and learning platform administrators
- Team leaders and department heads who manage staff development budgets
- Professionals who plan to move into training analysis roles
- Quality and compliance officers who monitor mandatory training records





The Training Analyst Course Outlines

Day 1: Foundations of Training Analysis

- Role and responsibilities of a modern training analyst
- The learning and development cycle and the ADDIE model
- Aligning training programs with business strategy and goals
- Types of training data and their main sources
- Learning Management System reports and xAPI data formats
- Data privacy, ethics, and confidentiality in training records
- Building a personal training analysis toolkit

Day 2: Training Needs Analysis

- Organizational, task, and individual needs analysis levels
- Competency frameworks and performance gap analysis
- Survey design using Likert scales and open questions
- Interviews and focus groups to gather deeper insights
- Prioritizing training needs by impact and urgency
- Writing SMART objectives with Bloom's Taxonomy verbs
- Preparing a clear Training Needs Analysis report

Day 3: Data Collection and Analysis

- Data cleaning and validation techniques in Excel
- Formulas, lookup functions, and pivot tables for training data
- Descriptive statistics such as mean, median, and variance

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- Trend analysis and internal benchmarking methods
- Pre-test and post-test score analysis for learning gains
- Learner feedback, comments, and satisfaction score analysis
- Common data errors and sources of bias

Day 4: Evaluating Training Effectiveness and ROI

- The four levels of the Kirkpatrick Model
- The Phillips ROI Methodology and its five-level framework
- Measuring learning transfer and on-the-job behavior change
- Isolating training effects from other business factors
- Calculating cost per learner and benefit-cost ratio
- Setting training KPIs, targets, and thresholds
- Building evaluation plans for new and existing programs

Day 5: Reporting, Dashboards, and Continuous Improvement

- Building interactive dashboards in Power BI and Excel
- Data visualization principles and chart selection
- Data storytelling for managers and senior stakeholders
- Writing executive summaries and clear recommendations
- Improving programs with the 70:20:10 framework
- Creating a continuous improvement action plan for training
- Final case study and stakeholder presentation practice





Conclusion

By successfully completing The Training Analyst Training Course, participants will gain the knowledge to assess training needs, analyze learning data, and measure program results. Furthermore, they will understand how to apply the Kirkpatrick Model, ROI methods, and dashboards to prove training value. As a result, they will support better decisions and stronger workforce performance. Gentex Training Center delivers this program with practical tools and clear guidance. Join us to build the analytical skills that modern learning and development teams need.

FAQs

Q1 What is "The Training Analyst" course about?

The Training Analyst course teaches participants how to measure and improve workplace learning. It covers needs analysis, data collection, program evaluation, and reporting. Furthermore, it shows how to link training results to business goals, so organizations can make sound decisions about learning investments.

Q2 What are the key benefits of the "The Training Analyst" course?

The course helps participants prove the value of training with clear data. As a result, they reduce wasted budget and focus on programs that work. In addition, they improve their reporting skills and gain credibility with managers.



Q3 What skills will I gain from the "The Training Analyst" course?

Participants gain four core skills: training needs analysis, learning data analysis, training effectiveness and ROI evaluation, and data visualization and reporting. Furthermore, they learn to use Excel and Power BI to apply these skills in daily work.

Q4 What tools, methods, or standards are covered in the "The Training Analyst" course?

The course covers the Kirkpatrick Model, the Phillips ROI Methodology, and the ADDIE model. It also teaches Training Needs Analysis, SMART objectives, and Bloom's Taxonomy. In addition, participants use Excel, Power BI, and Learning Management System reports to analyze and present results.

Q5 How is the "The Training Analyst" course applied in real-world practice?

Training analysts apply these methods to check whether programs solve real skill gaps. For example, they compare pre-test and post-test scores, track behavior change, and calculate ROI. As a result, managers receive clear reports and decide which programs to expand, improve, or stop.