GATI

COMPETENCY DEVELOPMENT

Competency-Based Training Needs Analysis

DURATION	CONTACT HOURS	LEVEL	FEE PER DELEGATE
5 days	30	Intermediate	US$1,500

Establishing what people cannot yet do, and whether training is the right response to it.

A training needs analysis usually produces a list of courses people asked for. That is a wants list, and spending against it is why training budgets are the first thing cut: nobody can show what changed. A real analysis starts from the work, defines the standard, assesses against it, and then asks whether the gap is capability at all, because a great deal of what arrives as a training request is a process, tooling or management problem that training cannot fix. This week builds the analysis and the honest conclusion.

Available as classroom, live online, in house.

Who it is for

Learning and development officers and managers, HR business partners, competency and technical training coordinators, and line managers who commission training.

What you will be able to do

- Define a competency in terms of what somebody does, at what standard.
- Assess against the standard with evidence rather than with self rating.
- Separate a capability gap from a process, tooling or management problem.
- Prioritise gaps by consequence rather than by volume of requests.
- Specify an intervention so its effect can be measured afterwards.

The outline

DAY 1

Starting from the work

What the role has to produce, and to what standard · Competency as an observable action rather than an attribute · Levels, and avoiding a framework nobody can assess against · Involving the people who do the work

DAY 2

Assessment

Evidence of competence, and what counts · Self assessment, and why it is the weakest source · Observation, work product and structured questioning · Assessor consistency, and checking it

DAY 3

Diagnosing the gap

Capability against process, tooling and management · Requests that arrive as training and are something else · Saying no to a training request, with the reason · Where the gap is a recruitment or structure problem

DAY 4

Prioritising and specifying

Consequence of the gap rather than count of requests · Build, buy or on the job · Specifying an intervention so its effect is measurable · Sequencing against operational constraints

DAY 5

Afterwards

Reassessing against the same standard · Transfer to the job, and what blocks it · Reporting to a budget holder in their terms · Keeping the framework current as the work changes

What you leave with

- A competency framework for one role, written in observable terms.
- An assessment method with evidence requirements defined.
- A prioritised plan separating training needs from other causes.

Published dates

DATES	WHERE	FEE
23 to 27 November 2026	Cairo, Egypt	**US$1,500**
30 November 2026 to 4 December 2026	Port Louis, Mauritius	**US$1,500**
7 to 11 December 2026	Gaborone, Botswana	**R15,000**
14 to 18 December 2026	Lagos, Nigeria	**US$1,500**

Fees are per delegate and co
arranged by the delegate. Reg

Register or ask a question

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