



TRAINING NEEDS

Identification Analysis, Planning & Implementation

Course Introduction:

In today's global competition there is a dramatic increase in the demand of trained and educated employees. This constant need bring more and more daily challenges to the work of the human resources professional indeed to every manager who has the performance and development of the people as part of their portfolio of responsibility. Most executive managers are fully dependent on the training and development professionals to assist them with the human resources investment required to introduce their revised systems of working. The demand for training in skills has been given more and more too inter-disciplinary knowledge and skills based on meeting a broad range of customer demand.

Investment in Education, Training and Development is an essential support for achieving business goals and growing a competitive workforce. To make this investment effective there needs to be a clean link to both short and long term business goals.

Training & Development enhances competence, improves their performance and generates higher motivation and loyalty. But this happens only if your training & development approaches are properly thought out, up to date and relevant. If development activities are not highly valued by the participants and do not deliver tangible cost –effective benefits to the organization, you are wasting time and money.

As all of involved in the organizational development, the challenges of tomorrow need to be met today only that way will we have strong organization that can grow and succeed in the future. These fundamental charges have resulted in major changes to the design of work and the jobs for the people employed individuals are required to learn new skills, have new knowledge and adopt different attitude to their work and their customers. The whole assumption of being trained or educated for as task of profession has been changing by the concept of re-engineering processes, because it is not a single operation, but a continuous movement of change to adapt to the changing environment.

Course Objectives:

By the end of the program, participants will be able to:

- State the purposes of and audiences for, a training and development strategy, and therefore the choices about its content.
- List the various drivers and influences on such a strategy
- Link these together systematically towards a working framework for strategy development
- Articulate the case for investing in learning and development as an essential support for business direction goals and strategies and help top management determine their approach to people development

- Translate strategic and operational goals into the human capability needed to achieve them
- Choose priorities for investment
- Appreciate the demands of talent management from the organizational and the individual point of view
- How to review training and development policy against business goals and market objectives
- The value and strategic importance of the competency framework
- How to ensure that a company's resources for training and development are accurately targeted
- How to capitalize on the vital link between competencies on the vital management
- How to evaluate and then maximize the benefits from training and development activities

Who Should Attend?

These courses are specialist programs appropriate for staff who are eager to learn the processes of Training Needs Analysis (TNA) and training evaluation, including:

- HR Managers
- Personnel and HR Officers/Coordinators
- Training Officers/Coordinators
- Newly appointed Training Managers
- Training Consultants and Advisors

Course Outline:

Getting started

- Identifying the organization/company training policy
- The need for good record keeping
- Developing a manpower inventory

Method 1 – the pressures for change

- The external pressures for change
- STEP analysis
- The internal pressures for change

Method 2 – observation techniques

- Direct observation
- Video and exercise
- Report from supervisors and customers

Method 3 – efficiency indicators

- Identifying causes of unsatisfactory performance
- Analyzing staff turnover figures

Methods 4 – questionnaires

- The use of questionnaires
- The training questionnaires

Methods – 5 job activities

- The value of well –constructed job descriptions
- Developing manpower inventory
- Identifying gaps in skills

Methods – 6 critical incidents

- What is critical incident
- Making use of critical incidents

Method – 7 performance appraisal reports

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

