

Management Training Program



PROGRAMME DESCRIPTION:

Training is a performance improvement tool which is direct investment in the company assets. Many businesses fail to spot the worth of training to improve competitiveness. Training need analysis (TNA) is a review of learning and development needs for workforce within organization. It considers the knowledge and skills that people need and how to develop them effectively? As organization continues to consolidate, it is needed to make sure that employees are appropriately capable of meeting current and future needs. Successful training needs analysis is the first critical stage in the training phase and is always performed before the trainings.



PROGRAMME OUTCOMES:

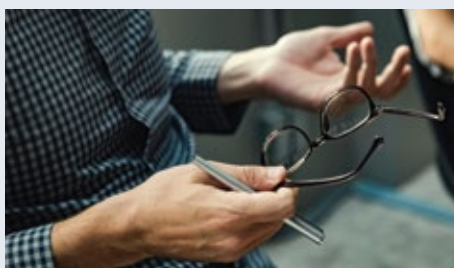
By the end of the programme the participants would be able to:

1. Design interviews, questionnaires, surveys and write proposals.
2. Apply a rational process to conduct needs analysis that supports learning solutions with business outcomes.
3. Identify constraints on the learning and provide the organization with clear information and recommendations on trainings.
4. Develop recommendations that incorporate learning strategies agreed by stake holders.
5. Examine the organization's work roles to determine expertise and competencies needed for effective performance.
6. Determine organizational goals with key stakeholders.
7. Collaborate with others to identify the individual performance levels necessary to meet organizational goals.

AUDIENCE:



■ HR Managers



■ Training Managers



■ Organizational Development Practitioners

TRAINING METHODOLOGY:

- Interactive training filled with individual and group activities designed to be stimulating, informative and challenging
- Theory combined with real life practical application and case studies.
- Corporate videos
- sample exercises & tasks

PROGRAMME DURATION: One Day



Planning TNA

1. Determine desired outcomes
2. Priorities training needs
3. Identify trainable competencies
4. Determine how to conduct training
5. Approaches to needs analysis process
6. When not to do a needs analysis?
7. Needs analysis worksheet
8. How to avoid unnecessary training?

Methodology for Gathering and Analyzing Information

1. Observations
2. Questionnaires
3. Interviews
4. Focus group
5. Document review
6. Evaluation of training

PROGRAMME OUTLINE

Introduction to TNA

1. What is Training Need Assessment (TNA)
2. When is Training NOT the best intervention
3. Who initiates TNA
4. Teaching the right skills to the right people
5. Benefits of TNA
6. Challenges of TNA

Types of TNA Analysis

1. Conducting an organizational analysis
2. Conducting a task analysis
3. Conducting a performance analysis





UAE (Dubai)

Pakistan (Lahore, Karachi, Islamabad, Rawalpindi and Faisalabad)

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