

Training Needs Analysis & Training Trainers to Train

About the workshop

An effective Training Needs Analysis (TNA) will be able to identify training gaps or non-training issues. Some Organisations have wasted resources and training budgets on training programmes unnecessarily, without conducting a proper Training Needs Analysis (TNA). By acquiring the knowledge and skills of TNA, organisations will be able to identify the actual training needs and evaluate its implementation effectiveness.

It is imperative that organisations focus on maintaining a competitive people edge. They need to manage performance, harness and grow talent by developing the skills and competencies of their employees to achieve exceptional standards of performance.

This workshop will equip attendees with the essential skills and knowledge to conduct a proper Training Needs Analysis (TNA), put up a recommended Training Needs Analysis (TNA) report, propose a Training Plan and measure its implementation effectiveness. The ability to train and develop people in an organisation and to achieve its objectives is one of the essential skills of effective managers. One on one training or in groups must be relevant, have identifiable objectives, be well structured and have elements of evaluation for it to be truly effective and produce desired results.

Upon successful completion of this workshop, attendees would be able to - Develop an understanding of a performance driven organisation, business and people development objectives; Define clearly what a Training Needs Analysis (TNA) is and its purpose; Conduct effectively a Proactive Training Needs Analysis (TNA) and Reactive Training Needs Analysis (TNA) in an organisation; Isolate training issues and non-training issues arising from performance problems or from internal and external source of triggers; Propose a Training Plan for implementation if necessary; Design and develop training programmes; Focus on delivery skills, body language and voice projection; Understand techniques about handling people being trained and dealing with difficult situations or difficult participants

Train and facilitate the target audience, manage questions and answer; Evaluate and follow up to enhance training effectiveness

Trainer: Associate Professor Abdul Raof A M

Duration: 3 days (24 Hours)

Venue: To be advised

Who Should Attend: HRD Managers, Line Managers, Supervisors who is required to assess the training needs and implement training programs for their organisation, Trainers, Training Managers who need to design develop training

Workshop Mode: Concept Presentation, Group Discussions, Case studies, Individual & Group Feedback & Coaching, Scenario Based Games & Role Plays, Short Video Clips

Fees: Call us at **6275 5660** or Email us at **general@unichallenge.biz** for a quote

Corporate Trainings Packages – HR Development

Workshop Synopsis

- ✓ Understanding the Term KSA and TNA and its Relationship
 - KSA Concept
 - The purpose of conducting Training Needs Analysis (TNA)
 - Benefits of Training Needs Analysis (TNA)
 - Needs Assessment- Gap Analysis and expected results
 - Training Issues and Non-Training Issues
- ✓ Sources of Triggering Factors for Training Needs Analysis (TNA)
 - Macro and Micro Needs
- ✓ Three Levels of Needs Analysis Assessment
 - Results of Need Assessment Process
- ✓ Issues at the Macro and Micro Level
- ✓ Who Should Participate
- ✓ Methods of Data Collections
- ✓ Advantages and Disadvantages of Each Methods
- ✓ Challenges Facing the Data Collection
- ✓ Recommended Data Sources for Locating Gaps in Performance
 - Organisation Analysis
 - What Do You Ask and of Who
 - Scenario
- ✓ Task Analysis
 - Steps to Conduct
 - Who Conducts
 - Recommended Data Source for Task Analysis
 - Examples of Tasks and KSA'S
- ✓ Person Analysis
 - Data Sources for Person Analysis
 - Person Analysis Survey
 - Capability Assessment
- ✓ Determining is Training the Best Solution to Performance Problem
 - Performance Analysis
 - Performance Deficiency
- ✓ Output of Training Needs Analysis (TNA) Exercise With A Non-Training Needs
- ✓ Proactive and Reactive Training Needs Analysis (TNA)
 - Rapid Needs Assessment
- ✓ TNA Report Format and Recommendation
 - Communicating Results
- ✓ Review ADDIE Model
- ✓ Proposed Training Plan
 - Advantage of Using Training Plan Approach
- ✓ Selecting In-House Trainers versus External Trainers
 - Training Implementation
- ✓ Measuring Training Effectiveness using an Evaluation Model
 - Kirkpatrick's model
- ✓ The Training Process and Trainer Competencies
- ✓ The Importance of Planning and Timing
- ✓ Identify Aims and Objectives for Each Training Sessions
- ✓ Plan and Structure Training Content
- ✓ Understand and Assess how People Learn
- ✓ Planning, Preparation and Notes and Visual Aids
- ✓ Introductions and Setting the Scene with Ground Rules
- ✓ The Training Cycle
- ✓ Barriers to Learning
- ✓ The Learning Cycle
- ✓ Training Styles and Flexibility - Presentation and Communication Skills
- ✓ Delivery Skills Maximising Body Language and Communication
- ✓ Manage Group Discussions Effectively
- ✓ Handling Feedback - Importance of Constructive Feedback
- ✓ Evaluation and Follow-Up: Why Training Needs Assessment
- ✓ The Importance of Training Evaluation
- ✓ The Levels of Evaluation
- ✓ Methods of Training Evaluation