

TRAINING NEEDS ANALYSIS



INTRODUCTION

“Effective training or development depends more on knowing what results are required – for the individual, the department and the organisation as a whole. With limited budgets and the need for cost-effective solutions, all organisations need to feel secure that the resources invested in training are targeted at areas where training and development is needed and a positive return on investment is guaranteed. Analysing what the training needs are is a vital prerequisite for any effective training programme or event. Simply throwing training at individuals may miss the priority needs, and even cover areas that are not essential.” Chartered Management Institute – TNA Training and Development Checklist

TNA is usually required when any of the external ‘driving’ factors e.g. political, economic, social, technological, legal, environmental (PESTLE) causes change within the organisation, and in many ways, affect the behaviour and performance ability of people in the organisation. By conducting TNA, it can be ascertained whether the change will lead to training, or instead, other non-training activities like reviewing job descriptions or preparing a new handbook.

WHO SHOULD ATTEND?

- Personnel in HR function, i.e. Executives, Assistant Managers and new HR Managers.
- This programme is also open for personnel in other functions.

COURSE OUTLINE

- Introduction to Business & Sustainability.
- Issues Relating to Business and People’s Competence.
- Issues Relating to Change and Competence

OBJECTIVES

At the end of this programme, among others, participants will be able to:

- Describe and ascertain the factors that cause change in their organisation which ultimately cause the need for TNA
- Identify and explain the key processes in TNA
- Link TNA to relevant training programmes to close performance gap
- Identify other interventions, apart from training, to close performance gap
- Describe the process in training development, delivery and evaluation
- Describe key elements in competency management



- TNA – Overview & Process.
- Issues on Interventions: Training - Based.

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