

Implementation of Training Needs Analysis and Training Planning Budgeting

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OVERVIEW

A Training Needs Analysis is designed to determine the gap between current skill, knowledge and attributes against the required competency levels. Analysis of the gap indicates a need for training interventions. Great, but where do you start? Who needs what training? When and how? And how to manage budget for training?

OBJECTIVE

- Describe the purpose of Training Needs Analysis (TNA), Training Plan, Training Budget and its importance
- Steps in performing Training Needs Analysis – several options
- Draft Job Competency Profile for TNA purpose
- Using FYI guideline to propose training and development Plan
- Propose budget options for Annual Training Plan and ways to save training cost
- Maximizing HRDF claims and leveraging on joint training through HR networking to cover training cost
- Develop Training Expenses and Activities Report



If you have any enquiries,
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