

IMPLEMENTATION OF TRAINING NEEDS ANALYSIS AND TRAINING PLAN & BUDGET

AVAILABLE FOR OFFLINE & ONLINE



Human
Resource
Series

OVERVIEW

This workshop answers these essential questions in a highly interactive and hands-on environment. This practical workshop is designed to equip you with the skills required to carry out a training needs analysis.

You will be able to make recommendations and implement findings to ensure a good return on your training investment

WHO SHOULD ATTEND?

- ✓ Training managers, supervisors, liaisons, coordinators, evaluators, facilitators, and others who play a significant role in training effectiveness

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
- Gather data in TNA
- 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