IDENTIFYING TRAINING NEEDS AND PREPARING A DEVELOPMENT PLAN   HRM015

COURSE DESCRIPTION

As a critical strategic function, training and development forms a major component of organisational growth and success. This course will help participants to create, manage and evaluate a cost-effective, value adding training function which meets the needs of the organisation. It will concentrate on the value of undertaking a full training needs analysis necessary to tailor training and development activities to the organizations' objectives. Also, this course will provide them with an understanding of the process underpinning the creation of training courses and the development of training specialists.

COURSE GOAL

To enhance the participants' knowledge, skills, and abilities necessary to enable them to create, manage and evaluate a value adding training function in their organizations.

COURSE OBJECTIVES

By the end of this training course, participants will learn to:

- Understand the concept, purpose and types of training and HRD.
- Understand the modern concepts in the analysis and identification of training needs and the rules for the preparation of effective training plans.
- Identify and analyze training needs, and develop sound estimated budget.
- Prepare comprehensive training plans that meet the objectives of the organization and address related problems and challenges.
- Collect and analyze information, and scientifically analyze it to extract the appropriate training courses and design a comprehensive training plan.

WHO SHOULD ATTEND

Those with overall responsibility for formal and informal training and development activities within the organisation, delivering solutions to meet organisational needs

COURSE DURATION

5 Working Days

1. **The Training Process System**
   - Concept, purpose and types of training and HRD
   - Components, methods and steps of the training process
   - Responsibility for the training process
   - Institutions training management functions
   - Components and steps of the training process

2. **Training Needs Identification and Analyses**
   - Basic concepts for the identification and analysis of training needs
   - Basic and pivotal step, the identification of training needs
   - Identifying needs (persons to be trained/type of training required/time range)
   - Levels of identifying training needs: Institution level – Post level – staff level
   - Special needs of the institution, staff and employment
   - Responsibility for determining training needs

3. **How to Determine Training Needs: Tools and Methods**
   - Tools for identifying training needs according to different levels
   - Methods for collecting training needs information
   - Designing the training needs identification questionnaire
   - Training needs in terms of current and future time
   - Sources of identifying training needs

4. **Talent Management Strategy**
   - Definition of talent management defined
   - The process of talent management
   - Developing a strategy for talent management

5. **Six Sigma in the Training World**
   - Six Sigma: the concept
   - Six Sigma Model

6. **Workshops on Methods of collecting Training Needs Identification Information**
   - Analyzing
   - Reports, performance appraisal, analysis and jobs description
   - Financial reports and statements, questionnaires and interviews
   - Observing behavior and sensing a problem
   - Participating the training officer and participating the managers

7. Formulation of Training Plan

    • The priorities

    • The initial action plan

    • Training budgets and resources

    • Linking the organization's succession plan and training course

    • Resources of training expertise within the organisation

8. Development of Training Courses

    • Preparing training objectives

    • Identifying and engaging with external training providers

    • Developing course material

9. Preparation and Development of Training Specialists and Coordinators

    • Effective training briefs

    • Successful trainers

    • Different training styles: Advantages and disadvantages

    • Training methods, activities and exercises

    • Effective feedback