

Training Needs Analysis – A Practical Approach using ACTION™ Model

Course Objective

- **Define Training Needs Analysis**
- **Understand the importance and relevance of TNA**
- **Apply the ACTION model to conduct the TNA that includes:**
 - Analysis of Data
 - Competencies differentiation and creation
 - TNA execution
 - Training Road Map and training plans
 - Implement & observation of training plan
 - Evaluate effectiveness of training programs
 - Nurture employees further with workplace coaching

Target Audience

HRM & HRD members who are involved in analyzing training needs & developing relevant training plans.

Course Outline

- **Training Needs Analysis [TNA]**
 - Definition of TNA
 - Importance & relevance of TNA
 - Pillars of pre-TNA procedure
- **ACTION model 'A'**
 - Analyze information gathered through both secondary & primary sources
 - Analysis of data from SWOT analysis
- **ACTION model 'C'**
 - Create organizational competency framework
 - Create organizational competency profile
 - Create Individual Development Plan [IDP]
- **ACTION model 'T'**
 - Trace & verify TNA through competency profiles
 - Trace non-training issues
 - Training budget & related issues
- **ACTION model 'I' & 'O'**
 - Identify & Organize courses into the Training Road Map [TRoM]
 - Implement & monitor the Training Plans
- **ACTION model 'N'**
 - Evaluation of training outcomes using Kirkpatrick's evaluation model
 - Nurture employees' further after course outcome evaluation process
 - Apply workplace coaching to improve performance and reduce gaps further

Methodology

This is an intensive two (2) day program with emphasis on a hands-on approach. As such the learning activities are structured around a real case in which participants are able to learn through application of knowledge learned through this course.

Please refer to SNEF website for available dates

Duration : 2 days, 9am to 5pm (14 hours)

Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg

Click on 'Training' and Course Category '**Human Resources/Industrial Relations**'

Course Fees

Fees Type	Full Fees (inclusive 7% GST):
Member	\$428.00
Non-member	\$535.00

Enquiries:

Malar DID: 6827 6934/ Training hotline: 6827 6927

Email : malar@snef.org.sg / trg@snef.org.sg