

# TRAINING NEED ANALYSIS



**HRTD222**  
**HR, Training &**  
**Development**

**COURSE TITLE**

**TRAINING NEED ANALYSIS**

**COURSE DATE/ VENUE**

08– 12 September 2019

Doha, Qatar

**COURSE REFERENCE**

HRTD222

**COURSE DURATION**

05 Days

**DISCIPLINE**

HR, Training & Development

**COURSE INTRODUCTION**

Managers and decision makers are introduced to, regularly, many training programs. It is easy to make sound decisions when the training is related to defined, agreed upon, and measurable skills (HARD SKILLS) such as operating machines or applying a recognized procedure. It is very difficult, however, to take decisions when the training relates to skills that have no recognized and measurable standards (SOFT SKILLS), such as communications, or leadership.

The secret for taking the correct decision depends totally, on the quality of analysis that leads to detecting the training and development needs for the working individuals, for supporting the organization's needs, wants and desires.

Participants will learn the skills that will allow them to correctly, analyze training and developmental needs through better understanding of analytical skills, performance improvement, and organization development concepts and practices.

## **COURSE OBJECTIVE**

### **Upon successful completion of this course, the delegates will be able to:**

- ✓ Prepare and agree an investigation plan for the identification of current and future training needs at organisational, departmental or work-group level
- ✓ Select and use a range of information-gathering methods so that training needs are reliably identified within time and cost constraints
- ✓ Apply a practical technique for the analysis of the information and data to identify needs and determine priorities
- ✓ Use a structured framework for the development and production of an outline plan to show the proposed training solution
- ✓ Seek informal and formal reaction via a written report and presentation to secure approval for the recommendations

## **COURSE AUDIENCE**

Managers and supervisors, planners, HR specialists, Training professionals and coordinators

## **COURSE CONTENT**

- Overview of Training Management system in an Industry
- Definition of Competence, Assessment and Assurance
- Importance of competence profile for different job roles in an organization
- How to design a competence profile?
- The importance of core competency, HSE competency and Business development competency of people in a Oil & Gas Industry
- The evaluation methods or assessment methods against the standard profile
- Different standards required for assessment
- Importance of evidence while carrying out assessment for an oil and gas personnel
- Identification of GAPS and analysing the training requirements
- What training is needed?
- Who needs training, Why training is needed

- What is task?
- Why the task is divided in to sub elements?
- How the task can be designed from Job description?
- Types of training in oil and gas Industry?
- Importance of on the job training
- How we can evaluate the training effectiveness
- What expectations does the organization have about training?
- How many trainers are available and other facilities?
- Importance of CBT-Computer based training and on the job training
- What are the effective methods of training to meet the expected level
- Details of training Methods
- Traditional Qualification and work based qualification awareness
- NVQ- National Qualification- awareness why it is required in an oil and gas Industry
- Normal format for Training Needs Analysis (TNA)
- How to record training data. Methods of monitoring training effectiveness
- The major roles and responsibilities of Trainees and Line manager/Supervisor after preparing the TNA- Training needs analysis

### **COURSE CERTIFICATE**

**TRAINIT ACADEMY** will award an internationally recognized certificate(s) for each delegate on completion of training.

### **COURSE FEES**

\$4,400 per Delegate. This rate includes participant's manual, Hand-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### **COURSE METHODOLOGY**

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader

will make extensive use of real-life case examples in which he has been personally involved. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions

