

**Training Title**

**TRAINING NEEDS ANALYSIS**

**Training Duration**

5 days

**Training Dates & Venue**

REF SS019	Training Needs Analysis	5	28 Oct – 1 Nov, 2019	\$5,750	Kuala Lumpur, Malaysia
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Training will be held at any of the 5 star hotels. Exact venue will be informed later.

**Training Fees**

- 5,750 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

**Training Certificate**

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

**TRAINING OVERVIEW**

**TRAINING DESCRIPTION**

Managers and decision makers are introduced to, regularly, many training programs. It is easy to take 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 organizations 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.

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**TRAINING OBJECTIVES:**

At the end of the session the participants should be able to identify the suitable training requirements of candidates (staff) to meet the expected or required level of competency to perform effectively and efficiently in their job role.

**TRAINING METHODOLOGY**

A highly interactive combination of lecture and discussion sessions will be managed to maximize the amount and quality of information, knowledge and experience transfer. The sessions will start by raising the most relevant questions, and motivate everybody finding the right answers. The attendants will also be encouraged to raise more of their own questions and to share developing the right answers using their own analysis and experience.

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All attendees receive a course manual as a reference.

This interactive training workshop includes the following training methodologies

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

### WHO SHOULD ATTEND

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

### TOPICS COVERED

- Differentiating between Hard skills, and Soft Skills
- The role of organization's strategy in determining training and developmental needs.
- The three basic steps for analytical skills
- Basic requirements for effective analysis
- Determining the Long Range training and developmental needs
- Determining the short range training and developmental needs.
- Determining individual level of performance
- Detecting Performance gaps for individuals
- Planning effective training strategies.
- Developing Individual Developmental Plan
- Critical developmental requirements that do not require training, but other actions and decisions.

### COURSE OUTLINE

Following will be covered in detail

- 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 analyzing 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?

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- 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

#### Summary Open and Close Forum

**NOTE:**

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.



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