

COURSE OVERVIEW HM0244 Certified Training Management

Training Needs Analysis and Preparing Training Plans

Course Title

Certified Training Management: Training Needs Analysis and Preparing Training Plans

Course Date/Venue

Session 1: February 25-29, 2024/Oryx Meeting Room, Doubletree By Hilton Doha-Al Sadd, Doha, Qatar

Session 2: March 03-07, 2024/Kizkulesi, Crown Plaza Istanbul Asia Hotels & Convention Center, Istanbul, Turkey

(30 PDHs)



Course Reference

HM0244

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

The training needs analysis is used by a company to determine who in the organization needs training and what specific areas they need in training. A training needs analysis is a review of learning and development requirements for the staff, volunteers and trustees.



The purpose of conducting a Training Needs Analysis (TNA) is to fully understand the training, learning and educational needs of an organization and its staff. The TNA can help an organization to design and implement learning and development programs that are aligned to the strategic goals of the organization.



An effective TNA will assist an organization to build the people capability it requires in order to be successful. Designing and implementing a TNA is the logical starting point of a coherent and functional training strategy. It can be conducted to examine the entire training needs of an organization or to support a particular project, change initiative or 'one-off' need within an organization or department.



















This course is designed to provide participants with a detailed and up to date overview of training management including training needs analysis and preparing training plans. It covers the significance of a training needs analysis; the process of performing training needs analysis and identify the purpose and dynamics of training needs analysis; the relevance and crucial importance of TNA in a way that an organization manages its people who are the most critical asset; developing and conducting comprehensive and effective training needs analysis exercise; the necessary knowledge, skills, aptitudes, motivation, competence and tools to decide when it shall be done, why and by whom; the TNA and evaluating the ensuing consequences; and the proper approaches and methodologies of training and design a training plan.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on training management covering training needs analysis and preparing training plans
- Define training needs analysis and explain the significance of a training needs analysis
- Describe the process of performing training needs analysis and identify the purpose and dynamics of training needs analysis
- Realize the relevance and crucial importance of TNA in a way that an organization manages its people who are the most critical asset
- Design, develop and conduct comprehensive and effective training needs analysis exercise
- Acquire the necessary knowledge, skills, aptitudes, motivation, competence and tools to decide when it should be done, why and by whom
- Implement TNA and evaluate the ensuing consequences
- Employ proper approaches and methodologies of training and design a training plan

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials course conveniently saved in a Tablet PC.

Who Should Attend

This course provides an overview of all significant aspects and considerations of training management including training needs analysis and preparing training plans for training professionals, HR professionals, managers, coordinators, administrators and corporate executives responsible for identifying, planning and scheduling. This course is also suitable for Training and HR professionals making decisions on training interventions.

Course Fee

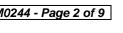
Doha	US\$ 6,000 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	US\$ 6,000 per Delegate + VAT . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

















Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-





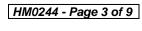




















(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

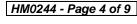






















Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -



The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures

20% Practical Workshops & Work Presentations

30% Hands-on Practical Exercises & Case Studies

20% Simulators (Hardware & Software) & Videos

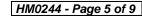
In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.



















Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Pan Kidis, MBA, BSc, is a Senior Management Consultant with over 30 years of extensive experience in Coaching, Human Resource Development, Psychometric Testing, Career Development & Competence, Succession Planning, Self-Development & Empowerment, Personal Learning Needs Identification, Critical Success Factors (CSFs), Key Performance Indicators (KPIs), Productivity Creativity & Thinking Modes, Human Resource Scorecard Management, Career Laddering,

Logistics & Transportation Planning Methods, Forecasting Logistics Demands, Visual Network Model, Logistics Operations, Strategic Transport Planning, Transport System, Fleet Planning, Routing & Scheduling, Transport Cost Concepts & Elements, Costing Vehicles & Trips, Tariff Fixing, Supply Chain & Operations Management, Logistics & Production Planning, Cost Reduction Techniques, Inventory Management, Business Analysis, Risk Management, Production Warehouse Management, **Production** Management, Planning, Requirement Planning, Budgeting, Production & Shop Floor Scheduling, Cost Database Design & Implementation, **Business Administration,** Production Data Acquisition & Analysis, Industrial Logistics, Process Improvement, Team Leadership & Training, Textile Manufacturing, Staff Reduction, Warehouse and Shipping. Further, he is also well-versed in Cash Flow Management, Decision Making Techniques, Production Planning & Scheduling, Production & Product Inventory Control, Inventory Analysis Tools, Stock Management Techniques, Material Handling, Process Improvement & Equipment Selection, Costing & Budgeting, Wastewater Treatment Plant Monitoring & Control, Volume Tank Measurements, Data Acquisition and Energy Conservation. He is currently the Business Analyst of Diasfalisis Ltd. wherein he is responsible in the design of the proposed business model and develop and evaluate new applications.

Mr. Kidis had occupied several significant positions as the Supply Chain Manager, Production Planning & Logistics Manager, Purchasing Office Manager, Project Manager, Assistant Dyeing Manager, Production Supervisor, Production Coordinator and Design & Analysis Intern for various international companies such as the Hellenic Fabrics, AKZO Chemicals Ltd. and EKO Refinery and Greek Navy Force.

Mr. Kidis has a Master's degree in Business Administration from the University of Kent, UK and a Bachelor degree in Chemical Engineering from the Aristotle University of Thessaloniki, Greece. Further, he is a Certified Instructor/Trainer, a Certified Internal Verifier/Assessor/Trainer by the Institute of Leadership & Management (ILM) and has delivered numerous trainings, courses, workshops, seminars and conferences internationally.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

















Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

Day I	
0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 – 0930	Nature & Relevance of Training Needs Analysis What is Continuing Education? • Identify a Training Needs Analysis • What are the Various Types of Training Needs? • What is the Purpose of a Training Needs Analysis?
0930 - 0945	Break
0945 – 1100	Nature & Relevance of Training Needs Analysis (cont'd) In What Circumstances is it Necessary to Perform a Training Needs Analysis? Can Training Overcome Problems in the Workplace? What Skills Must The Individual Conducting The Training Needs Analysis Have? Ethical Issues Which Groups Are Targeted By Continuing Education Needs Analysis?
1100 – 1215	Levels of Analysis Organizational Analysis ● Work Environment Analysis ● Job Analysis ● Task Analysis ● Skills Analysis
1215 - 1230	Break
1230 – 1420	Levels of Analysis (cont'd) Job Content Analysis ● Secondary Data Analysis ● Personnel Evaluation ● Critical Incidents Analysis ● Felt Training Needs Analysis ● Learner Analysis
1420 - 1430	Recap
1430	Lunch & End of Day One

Dav 2

Duy L	
0730 - 0930	Steps in Performing the Training Needs Analysis
	Design of Training Needs Analysis Plan • Possible Levels of Exhaustiveness of
	Training Needs Analysis • Defining a Goal for the Training Needs Analysis
0930 - 0945	Break
	Steps in Performing the Training Needs Analysis (cont'd)
0945 - 1100	Design of Training Needs Analysis Plan • Possible Levels of Exhaustiveness of
	Training Needs Analysis • Defining a Goal for the Training Needs Analysis
	Methods of Collecting Training Needs Data
1100 1215	Criteria to Consider when Selecting the Method • Complementarily of
1100 – 1215	Quantitative and Qualitative Methods • The Various Data Collection Methods
	 Processing and Analysis of Results Sampling Procedures
1215 - 1230	Break
1230 – 1420	Determining Training Needs
	Types of Needs Analyses • Knowledge, Skills and Abilities • Techniques •
	Checklist for Evaluating an Assessment
1420 - 1430	Recap
1430	Lunch & End of Day Two



















Day 3

0730 - 0930	Training Needs Analysis for Supervisors and/or Managers
	Step 1. Analyze the Job • Step 2. Analyze the Person's Current Skills and
	Knowledge • Step 3. Decide on the Skills/Knowledge Gaps
0930 - 0945	Break
0945 – 1100	Training Needs Analysis for Supervisors and/or Managers (cont'd)
	Step 4. Identify Training Solutions • Step 5. Evaluate Performance After
	Training
	How to Conduct a Training Needs Analysis
	Who Conducts Needs Analysis? • Why Conducts Needs Analysis? • Methods
1100 1215	of Identifying Training Needs • Techniques for Determining Specific Training
1100 – 1215	Needs: Observation, Interviews, Questionnaires, Job Descriptions, The Difficulty
	Analysis, Problem Solving Conference, Appraisal Reviews, Drive Pattern Identity
	and Analysis of Organizational Policy
1215 - 1230	Break
1230 – 1420	How to Conduct a Training Needs Analysis (cont'd)
	Capability Analysis ● How to Plan a TNA ● How to Carry Out a TNA ● How
	to Use the Results of the Analysis
1420 - 1430	Recap
1430	Lunch & End of Day Three

Day 4

0730 - 0930	Approaches & Methodologies of Training
	The Benchmark Approach
0930 - 0945	Break
0945 – 1100	Approaches & Methodologies of Training (cont'd)
	Self-Development
1100 – 1215	Approaches & Methodologies of Training (cont'd)
	Individual Development Plan
1215 - 1230	Break
1230 – 1420	Approaches & Methodologies of Training (cont'd)
	The Performance Gap • Coaching, Counseling & Mentoring
1420 - 1430	Recap
1430	Lunch & End of Day Four

Day 5

Day 5	
0730 – 0900	Design a Training Plan Training Plan Overview • Competency Assessment Records • Shortlist the Common Competency
0900 - 0915	Break
0915 – 1045	Design a Training Plan (cont'd) Draft the Training Plan • Liaise with each Department in the Company
1045 - 1215	Design a Training Plan (cont'd) Collect Feedback about the Training Plan • Prepare the Training Plan • Seek Approvals
1215 - 1230	Break
1230 - 1300	Case Study
1300 - 1315	Course Conclusion
1315 – 1415	COMPETENCY EXAM
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course















<u>Practical Sessions</u>
This practical and highly-interactive course includes real-life case studies and exercises:-



<u>Course Coordinator</u>
Jaryl Castillo, Tel: +974 4423 1327, Email: <u>jaryl@haward.org</u>









