

# PROFESSIONAL TRAINING DEVELOPMENT AND ANALYSIS



There has been always a technical concern for every business company to conduct a quality Training Need Assessment (TNA) so that the result of training efficiently reflects and lead to highly effective business performance growth, change initiative, and organizational learning. Meeting with experienced Master Trainer will support you to fulfil your TNA professionalism throughout the two days concept and practice training course.

## ■ Course Objective

Upon the completion of this two-day training, participants are expected to:

- ✓ Understand the relationship business performance and competency gaps;
- ✓ Able to identify quality TNA process and tools for individual, team, and organizational competencies gap analysis;
- ✓ Able to write and determine training competencies, objectives, contents, and methods;
- ✓ Able to structure the customize, public, development, and best practice training session;
- ✓ Able to write quality training plan and prepare training calendar

## ■ Course Structure

The certificate course in Professional Training Development and Analysis takes approximately 16 hours OR is offered 2 days. The course is by Mr. Oeun Savin. Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 20.

## ■ Course Outline

### Module 1: Competencies Gap

1. Individual, team, and organizational Performance
2. Individual, team, and organizational Competencies
3. Relation between performance and competencies
4. Relation between performance gap and competencies gaps

### Module 2: TNA Process and Tools

1. TNA Process
2. TNA Tools
3. TNA Analysis
4. Cognitive, Psychomotor, Affective Gaps

### Module 3: Training Content Development

1. Training Competencies
2. Training Objective
3. Training Context
4. Training Method

### Module 4: Training Classification

1. Customized Training
2. Public Training
3. Development Session
4. Best Practice Learning

### Module 5: Training Plan Development

1. Training Budget Plan
2. Training Plan Narrative
3. Training Calendar
4. Training Communication Plan

## ■ Who Should Attend?

Supervisors, Team Leaders, Human Resource Teams and Project Management Teams