



PROJACS ACADEMY
by egis



Training Process Management and Needs Assessment

ادارة عملية التدريب وتحديد الاحتياجات التدريبية

22 – 26 January 2023

Bahrain

Introduction

Rapid success with training-system development can be dangerous. Development can overtax the planning and management capacities of the new training system if they occur too soon.

A review of system boundaries and careful boundary management offer the best immediate protection. The increase of resources, improvement of the system's structure, and development of program strategy can then receive attention. Top-level support from the organization is essential, as is a restrained, orderly response to demands for program expansion and diversification of system capacity.

Objectives

At the end of this course trainees will be able to:

- Analyze the principles on which effective training programmers and events are built
- Practice and develop some of the skills of designing and delivering training materials
- Understand the role of training within organizations
- Adds information about individual interests , preferences and the like to data
- Provide career path information
- Adds individual growth orientation
- Adds development plans and individual goal setting
- Matches individual and job based on a number of variables including employees' career interests
- Add non-job- related activities to be rewarded

Who Should Attend?

- Training Managers
- Section Heads
- Trainers
- Training Specialists

Course Outline

Day One

Creating Training for Organizational Change

The Goals of Senior Executives

- Collaboratively Developing Training Versus Buying Packaged Training
- Using Inside Trainers Versus Using Outside Trainers
- Modeling Versus Mockery
- Creating Excellence-Oriented Organizational Cultures
 - The Case of The Crisis
 - The Case of The Overenthusiastic Manager

Day Two

Training Excellence

- Why Offer Training
- Training Methods & Techniques
- Employee Benefits
- Organizational Benefits
- Training Process: ADDIE
- Why Do a Needs Assessment?
- Assessment Methods
- The Goals of Senior Executives
- Creating Excellence-oriented Organizational Cultures
- Return on Training Investment (ROTI)

Day Three

Developing a Training System

System Goals

- System Tasks
- The Dynamics of Training-System Development

Applying Business Process Improvement to A Training Department

A Case Study

- Core Goals and Values
- Strategy
- Application
- Implementation

Day Four

Data Collection and Analysis for a TNA

- TNA Objectives
- Needs Assessment Includes?
- Types Of Assessment
- “Why Is The TNA Being Conducted?”
- Data-collection Techniques
- Individually Oriented Methods
- Basic Outline Of A Typical Interview Process:
- Group-oriented Methods
- Techniques For Collecting Data From Groups
- Observation
- Data Analyses

Day Five

Training Needs Assessment

- The Purpose Of Needs Assessment
- Level Of Analysis
- The Five Steps Of TNA
- Implications
- Summery
- Reference
- Source

Evaluation Of Training Programs

- What To Assess
- How To Use The Surveys
 - Survey Of Program Participants
 - Follow-Up Survey of Program Participants

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **3,200 USD**
**VAT is Excluded If Applicable*

المقدمة

يشكل النجاح السريع في تطوير أنظمة التدريب خطراً. فالتطوير المتلاحق قد يرهق موارد التخطيط والإدارة لنظم التدريب

للتغلب على ذلك يجب مراجعة الخطوط العريضة لأنظمة التدريب المتواجدة وأدارتها. ولا بد ان توجه العناية الى زيادة الموارد وتحسين الخطوط الأساسية للنظام بالإضافة الى تطوير استراتيجية البرامج التدريبية. ومن الاهمية بمكان ان تتوافر للبرنامج دعم الإدارة العليا حتى يمكن التغلب على المعوقات التي تعترض التوسع او التنوع في البرامج التدريبية.

الاهداف

في نهاية هذه الدورة سيتمكن المتدربون من:

- تحليل المبادئ التي يُبنى عليها مبرمجي التدريب والفعاليات
- ممارسة وتطوير بعض مهارات تصميم وتقديم المواد التدريبية
- فهم دور التدريب داخل المنظمات
- اضافة معلومات حول اهتمامات الفرد وتفضيلاته وما شابه ذلك إلى البيانات
- توفير معلومات المسار الوظيفي
- اضافة اتجاه النمو الفردي
- اضافة خطط التنمية وتحديد الأهداف الفردية
- تطابق الفرد والوظيفة على أساس عدد من المتغيرات بما في ذلك الاهتمامات المهنية للموظفين
- إضافة الأنشطة الغير متعلقة بالوظيفة لمكافأتها

الحضور

- مدراء التدريب
- رؤساء الأقسام
- المُدربون
- المتخصصون في التدريب