

Planning of The Training Program

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Objectives

- 1. Understand what is planning of training.**
- 2. Be aware of Training Needs Assessment (TNA).**
- 3. Able to design a training plan.**
- 4. Can conduct a TNA properly.**

Training Topics

- Training planning process.
- Training needs assessment (concept, importance and steps).
- How to identify a training need (methodology and forms).
- Developing training action plan.

Meaning of Training Planning

- Planning of training includes all activities to be carried out before implementation. It consists of three main interrelated elements:
 - ✓ Training Needs Assessment (TNA)
 - ✓ Developing plans
 - ✓ Program design

What Is A Training Needs?

- Gap between current employees' competence level (what is) and the desired level (what should be)
- Training needs
= Desired level – current level

Levels of TNA

- Organization level
- Task level
- Individual level

How Training Needs Assessment Is Carried Out?

1. Revising the objectives
2. Collecting data about performance.
3. Data analysis.
4. Abstracting performance problems (problems that can be solved by training).
5. Translating those problems into training needs.

First: Revising Future Objectives and Related Activities

- The first and logical step to start with is to revise the main objectives of the organization and its divisions during the coming period (e.g. 2006 or 3 years).

Second: Collecting Data about Performance Indicators

- Observation
- Reporting
- Personnel records.
- Performance appraisal
- Job description cards
- Interviews
- Questionnaires (Managers and employees)

Third: Data Analysis

- Data collected is subjected to processing and interpretation via manual or electronic data processing techniques
- Purpose to abstract meaningful indications about performance

Fourth: Classifying Performance Problems

1. Problems can be solved by training
2. Problems can not be solved by training

Fifth: Translating those KSA Performance Problems

- Quantitatively: The number of people needed to be trained
- Qualitatively: refers to the KSA needed

Training Needs Form

Source	Training Needs		Program to meet TN's
	KS deficiencies	Numbers	

Exercise

Group Work Training Program
Design