

# Training Needs Analysis – A Practical Approach using ACTION™ Model

#### **Course Objective**

- >Define Training Needs Analysis
- >Understand the importance and relevance of TNA
- Apply the ACTION model to conduct the TNA that includes:
   Analysis of Data
  - · Competencies differentiation and creation
  - TNA execution
  - Training Road Map and training plans
  - Implement & observation of training plan
  - · Evaluate effectiveness of training programs
  - · Nurture employees further with workplace coaching

#### **Target Audience**

HRM & HRD members who are involved in analyzing training needs & developing relevant training plans.

#### **Course Outline**

#### > Training Needs Analysis [TNA]

- Definition of TNA
- Importance & relevance of TNA
- Pillars of pre-TNA procedure

## >ACTION model 'A'

- Analyze information gathered through both secondary & primary sources
- · Analysis of data from SWOT analysis

#### >ACTION model 'C'

- Create organizational competency framework
- Create organizational competency profile
- Create Individual Development Plan [IDP]

### >ACTION model 'T'

- Trace & verify TNA through competency profiles
- •Trace non-training issues
- Training budget & related issues

#### > ACTION model 'I' & 'O'

Identify & Organize courses into the Training Road Map [TRoM]
Implement & monitor the Training Plans

#### >ACTION model 'N'

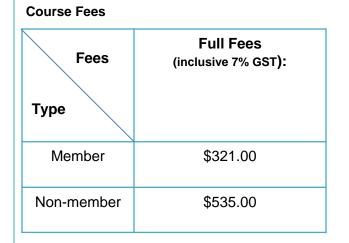
- Evaluation of training outcomes using Kirkpatrick's evaluation model
- Nurture employees' further after course outcome evaluation
   process
- Apply workplace coaching to improve performance and reduce gaps further

#### Methodology

This is an intensive two (2) day program with emphasis on a hands-on approach. As such the learning activities are structured around a real case in which participants are able to learn through application of knowledge learned through this course.

Please refer to SNEF website for available dates Duration : 2 days, 9am to 5pm (14 hours) Course Venue : SNEF Corporate Learning Centre @ Tanglin **Register online at SNEF website www.snef.org.sg** Click on 'Training' and Course Category **'Human** 

Resources/Industrial Relations'



#### IRAS:

Companies can claim 400% tax deductions or 40% cash payout of total training expenditure under the Productivity and Innovation Credit Scheme. Please visit <u>http://iras.gov.sg/irashome/Plcredit.aspx</u> for more information.

# **Enquiries:**

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