

Training Needs Analysis

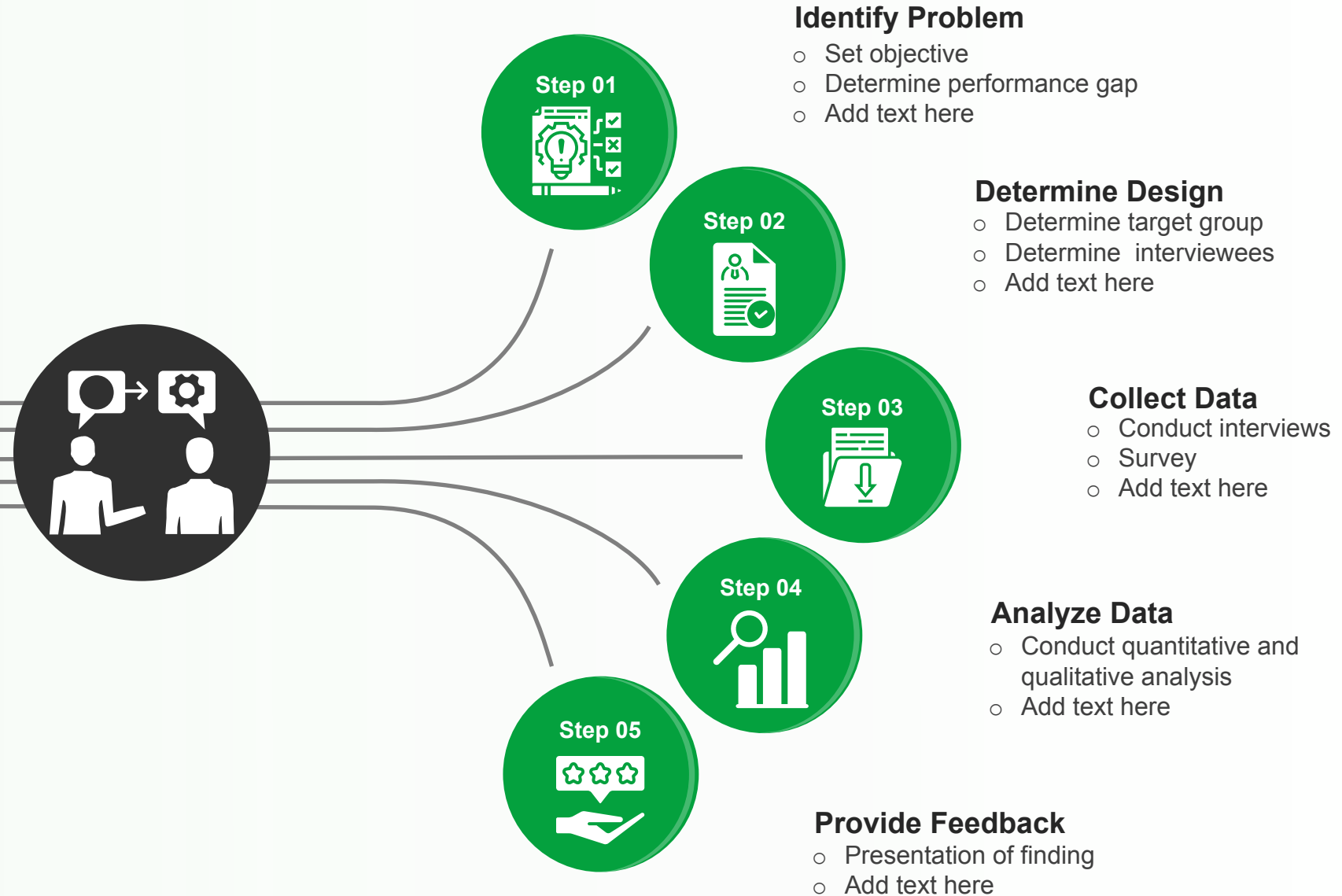


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Five Steps Process of Training Needs Analysis

This slide demonstrates the process of training need assessment. It includes steps such as identify problem needs, determine design, collect data, analyze data and provide feedback.




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Methods of Analyzing Employee Training and Development Needs

This slide signifies the techniques of identifying the employee training and development needs. It includes methods such as understanding your employee training and development, talk to your employees, set clear expectation etc.

Understanding Your Employee Training and Development	01	<ul style="list-style-type: none">○ Through online survey○ Observations○ Add text here
Talk to Your Employees	02	<ul style="list-style-type: none">○ Schedule a friendly chat○ Ask for their feedbacks○ Add text here
Set Clear Expectations and Goals	03	<ul style="list-style-type: none">○ Give responsibilities to every employee and measure their performance○ Add text here
Create Personal Development Plans	04	<ul style="list-style-type: none">○ Routinely discussion with employees○ Set goals and review them○ Add text here
Conduct Organizational, Task, and Work Analysis	05	<ul style="list-style-type: none">○ Absence management software○ Employee database○ Add text here
Leverage Systems and Software	06	<ul style="list-style-type: none">○ Absence management software○ Employee database○ Add text here



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Five Tools of Gathering Data For Training Needs Analysis

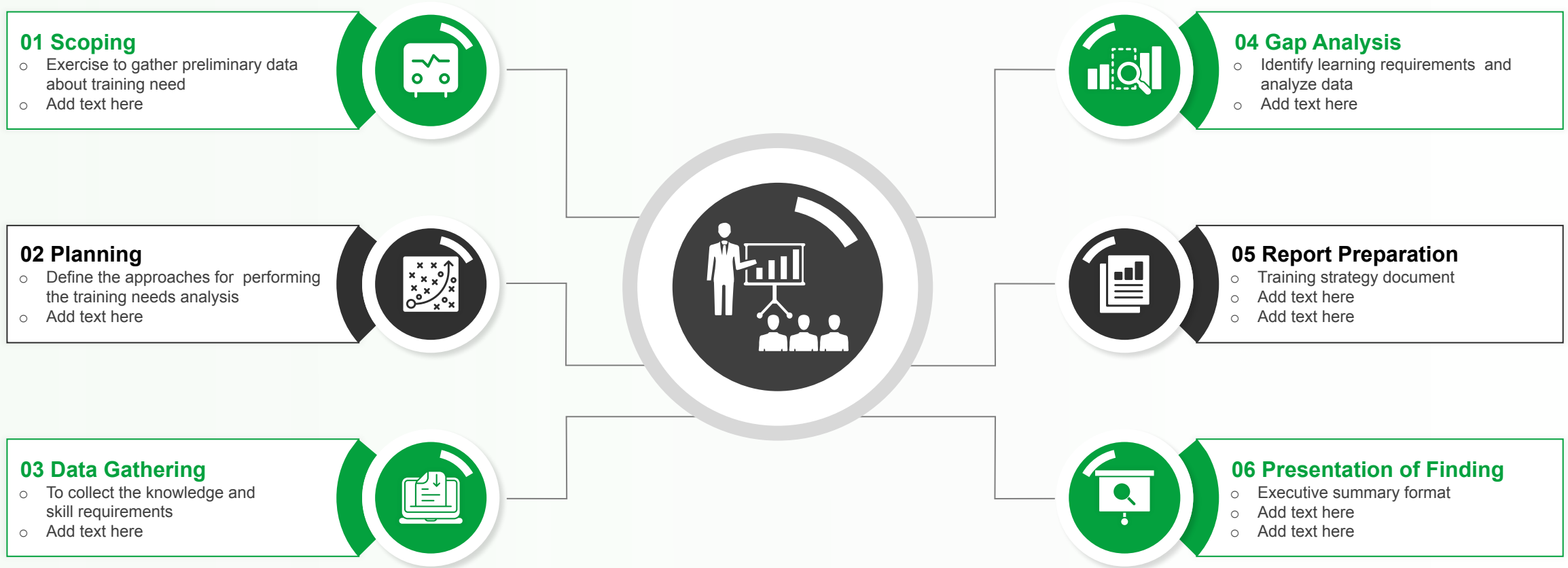
This slide shows the tools of training needs analysis for gathering required information. It includes online surveys, literature search, job mapping, observation, telephone interview.



- 01 Online Surveys**
 - Web forms with A database to store the answers
 - Statistical software to provide analytics
 - Add text here
- 02 Literature Search**
 - Research how other organizations have solved their performance related issues
 - Add text here
- 03 Job Mapping**
 - Identify knowledge, skills, expected performance, and barriers to doing the job
 - Add text here
- 04 Observations**
 - Use data collection methods for gathering data
 - Add text here.
- 05 Telephone Interviews**
 - Guide to attain the desired information
 - Add text here

Six Phases of Training Needs Analysis

This slide depicts the different phases for development analysis. It includes phases such as scoping, planning, data gathering, gap analysis, report preparation and presentation of finding.










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→ **A training needs assessment** is used to establish performance requirements as well as the knowledge, skills, and abilities required by an agency's personnel to meet those requirements.

→ An effective training needs assessment will assist in allocating resources to areas of highest demand.

Training Need Analysis Assessment Sheet in Organization

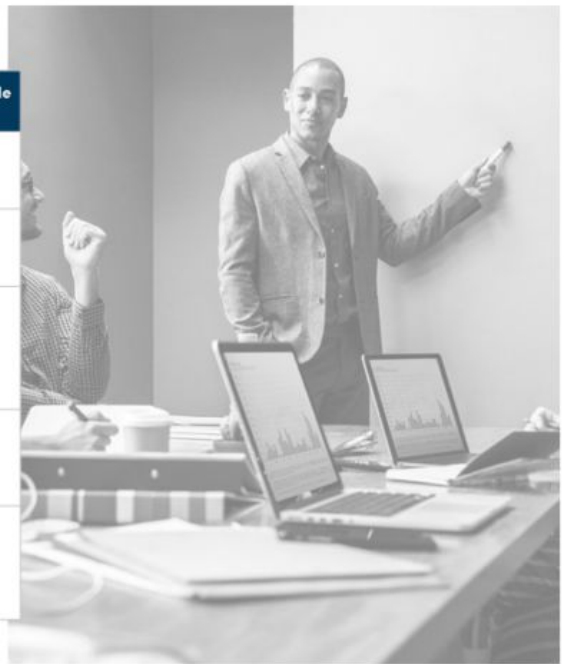
Job Position	Department	Required Training	Course Title	Description	Existing Training	Availability	Provided By (Organisation)	Development Required
Human Resource Assistant	Human Resources	Mentoring	Peer Mentoring	Text Here	Yes	Internal	Text Here	Text Here
Accountant Clerk	Accounting	Spreadsheet Skills	Excel Course	Text Here	Yes	External	Text Here	Text Here
Administrative	Sales	Business	Text Here	Text Here	Text Here	Text Here	Text Here	Text Here
Text Here	Text Here	Text Here	Text Here	Text Here	Text Here	Text Here	Text Here	Text Here
Text Here	Text Here	Text Here	Text Here	Text Here	Text Here	Text Here	Text Here	Text Here

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- **Training Needs Analysis** is the process through which a firm recognises its employees' training and development needs in order for them to accomplish their jobs effectively.
- It entails a thorough examination of the organisation's training requirements at all levels.

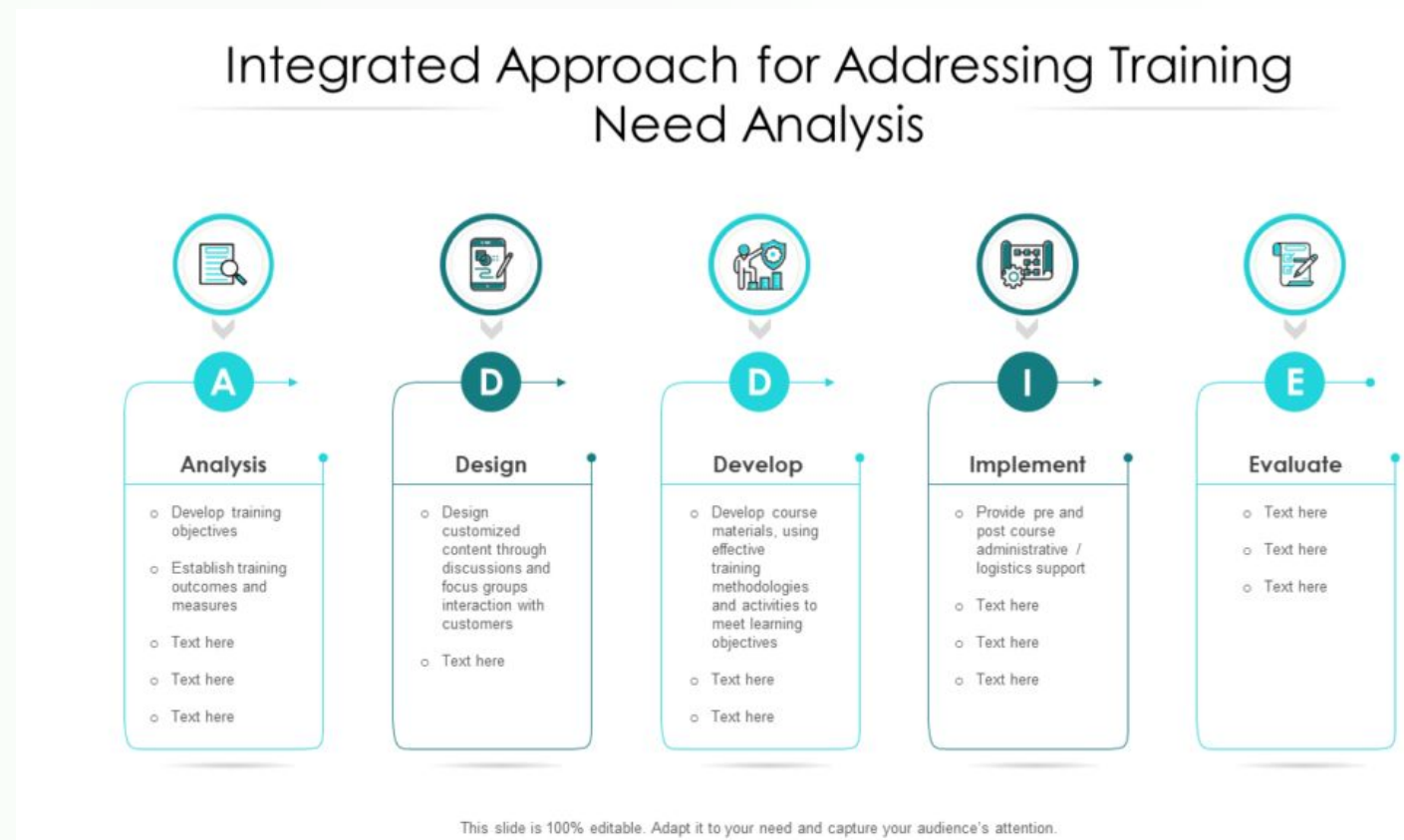
Training Need Analysis

	No Training need	Low need for Training	Moderate need for Training	High need for Training	Not Applicable to Job
Identifying gaps in data sources					
Selecting methods for data collection					
Analyzing quantitative data (surveys/ questionnaires, data sets)					
Identifying evidence based public health interventions					
Using information technology to collect, store & retrieve data					



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- **The ADDIE model** is a model for instructional design that is used by trainers and other educators.
- It is divided into five stages: analyze, design, develop, implement, and evaluate.
- Experts have used the ADDIE Instructional create (ID) paradigm to plan and create training programmes since its inception in the 1970s.



What are the five main components of a training needs analysis?

The TNA procedure consists of five steps:

- Setting strategic objectives.
- Outlining the necessary abilities and knowledge.
- Evaluating current abilities.
- Identifying performance gaps and root causes.
- Identifying training requirements.



How does TNA analysis work?

Conducting A Training Needs Analysis :

- Determine Your Objectives.
- Run A Cost Analysis.
- Choose Candidates.
- Identify Required Skills.
- Assess Skill Levels.
- Locate Experts.
- Design And Deliver Your Training.
- Regroup, review, and fine-tune.

What is the significance of TNA?

A training requirements analysis is necessary for three reasons:

- Identifies gaps in staff knowledge and performance.
- Aids organisations in efficiently developing a targeted training plan.
- Gives information on new training possibilities .

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