

ITD-MEGA GURU EVENT - LEARN FROM THE BEST TO BE THE BEST



TRAINING NEED ASSESSMENT **FOR HIGH PERFORMANCE**

THE KEY SUCCESS FACTORS FOR HIGH PERFORMING ORGANISATIONS

16 & 17 MAY 2014 • HO CHI MINH CITY

Facilitated by



Ms. NIDHI ARORA

MBA, Senior Facilitator,
HR Consultant, Executive Coach

*"The goal of education is understanding,
the goal of training is performance"*

Frank Bell

www.itdworld.com

SERVING SINGAPORE , MALAYSIA, THAILAND, VIETNAM, PHILIPPINES AND THE WORLD

An Effective Training Needs Assessment is essential if the Organisation is to align the Skills currently available with those required to meet Strategic Objectives. If conducted properly, it will also help you to diagnose when Training will solve certain problems and issues and when alternative interventions might be needed

Conducting an: **Training Need Assessment for High Performance** - The Key Success Factors for High Performing Organisations

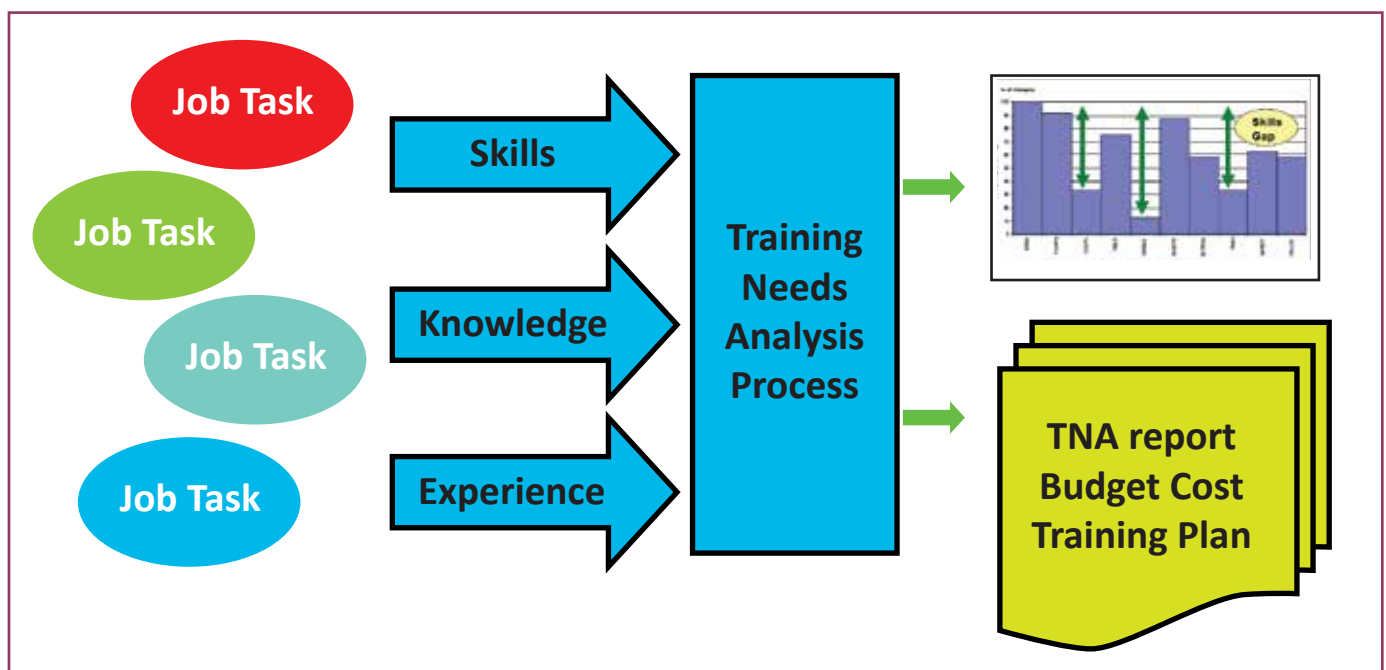
IN BRIEF

- The first step in developing a training program is to determine whether training is needed or not?
- A training need assessment provides some certainty that the time, money and resources, used to develop and conduct, training will deliver desired performance results
- How is Training Needs Assessment conducted? What Model can be followed? Does this model work among different disciplines or industries? Answers to these questions can guide the development of an effective training assessment



TRAINING NEED ASSESSMENT FOR HIGH PERFORMANCE

This thoroughly practical and highly interactive, Two-days workshop will equip you with the skills required to carry out an effective training needs assessment. You will be able to make recommendations and implement findings to ensure a good return in terms of High Performance on your training investment.



WHO SHOULD ATTEND

This course is recommended for:

- Training managers
- Experienced instructors
- Leaders with Training Responsibilities for High Performances

WHAT WILL YOU LEARN AND GAIN

After this training needs analysis training course, Delegates will be able to:

- Analyze the key elements of human performance system in training
- Describe the interactions between the work environment and a human performance system
- Select and apply the techniques and tools appropriate for training needs assessments
- Select and use information-gathering techniques effectively & analyse the information to priorities training needs.
- Produce a training plan showing solutions, priorities and benefit projections
- Determine when training is the appropriate response to a human performance problem or opportunity



METHODOLOGY

Pre-course survey, Group discussion, Presentation, Role plays, Videos, Games, Case Studies, Debrief and Feedback, Self-evaluation & Personal improvement action plan

THE SCHEDULE

DAY 1 & DAY 2

8.30AM:	Registration
9.00AM:	Official Launching & Commencement
10.30AM - 10.45AM:	Morning Tea Break
12.30PM - 1.30PM:	Afternoon Tea Break
5.00PM:	Closing



WORKSHOP KEY CONTENTS

DAY 1

Introduction

- What is Training Needs Assessment?
- Is it a Training Need?
- Performance Problems & Causes
- Key Success Factors for High Performing Organisation

Training Needs Identification

- Identifying training needs in a business-driven context
- Linking to corporate vision, strategy and Organisational objectives
- Recognising training needs revealed by business performance shortfall

A Systematic Model

- Understanding the stages of the systematic training needs analysis model;
- Logical sequencing
- Identifying residual, present and future training needs

Collection and Analysis of Information

- Collecting information about knowledge and skills requirements for specific job competencies
- Sources of information
- Using and adapting survey instruments
- Writing Questions & Surveys
- Observations
- Focused Interviews

Feasibility Analysis

- Needs vs Wants Analysis
- Goal Analysis
- Task Analysis



WORKSHOP KEY CONTENTS

DAY 2

Needs Assessment Competencies

- Understanding Competencies
- Assessing Individual competencies

Developing & Presenting Training Plan to Management

Developing Solutions

- Appropriate training interventions
- Producing the initial action plan
- Determining priorities
- Identifying 'achievement windows'

Effectiveness of Training

- Planning Effective Training Programs
- Key Success Factors of Training Plan
- Defining costs, success criteria and benefits
- Measuring ROI on Training Plan

Communicating Results of TNA

- Structuring written reports and presentations on training needs and priorities
- Writing behavioural objectives
- Using persuasive techniques and follow-up activities to support recommendations

Workshop Conclusion

- Action Plan
- Key Learning Consolidation
- Training Evaluation





NIDHI ARORA

MBA, Senior Facilitator, HR Consultant, Executive Coach

Area of expertise:

- Leadership & TEAM Management
- STAFF Coaching & mentoring
- HUMAN RESOURCE MANAGEMENT
- PERFORMANCE MANAGEMENT
- Competency framework

Ms. Nidhi Arora has 17 years rich experience in Training & Development, Leadership & Management, Sales and Marketing, Human Resource, Skills/Competency Management, Talent Management, Coaching and Mentoring, Key Account Management in Multinational Companies. She has provided services to wide range of industries like Hotels, Insurance, Manufacturing, Education, Real Estate, Construction, IT, Telecommunication, FMCG , Pharmaceuticals, Automobiles, Oil & Gas, Human Resource Consulting etc. in India, Vietnam and adjoining Countries.

Nidhi applies practical methodology to train people which is based on demonstrations, activities, case studies, role-plays and simulation exercises. For her, being a trainer is like being a coach or a friend who empathizes and communicates, and her versatility, articulation and humorous easy going style adds an easy learning environment. She possesses excellent Communication skills and can relate to different levels from staff to top management. She is sharp to understand key business issues and foresees system improvement opportunities.

Nidhi has attended 72 hours Professional Course on Coaching & Mentoring, and is certified Coach & Mentor. Nidhi has put in 102 hours of real practice to provide Coaching to Executive Management of Multinational Companies and proved the power of Coaching & Mentoring resulting in high performance of people practically.

CERTIFICATES

- Coaching & Mentoring – Malaysia
- Leadership Management Skills-Peter Ng, Singapore
- HR Strategies in Today's world- Peter Ng, Singapore
- Six Thinking Hats- Singapore
- Motivating & Leading a Team-Arthur Carmazzi, Bali
- NLP- Neuro Linguistic Program- Michael Lavin, American
- Good to Great Companies- Loh Wei Hoong, Malaysia
- Train the Trainer , Apollo, Vietnam
- Coaching & Mentoring – ITD Malaysia
- Winning with People & becoming a person of Influence- KC Lee, ITD Vietnam
- Effective Communication Skills- CTS, Vietnam
- Administration and Office Skills-TD&T, Vietnam
- Train the Trainer- Towers Watson
- HRMO- Towers Watson
- LIFO- Malaysia
- Success Principles for Breakthrough Results- Dr Peter Chee, Malaysia
- Building High Performance Team, IMIV, Australia
- Innovation & Creative Thinking , IMIV, Australia
- Professional Presentations – IMIV, Australia
- Leading with impact – IMIV, Australia

CLIENTS LIST

Saigon Tourist, DatViet Group Holdings, Binh Son Refinery, Canon, Saint Gobain, Kusto Vn, Bosch, Modec, LG, Intel, Hanoi School of Business (HSB/FSB), Piaggio, Sherwood, MSIG, CapitaLand, Ajinomoto Vietnam , Bluescope Steel Vietnam Co., LTD, La Vie LLC, Anova Seafood, CoatsPP, BP VBL, Daico Furnitures, Metro, VSIP, Megastar, Coca-cola, Total, Siemens, Sedco Forex Intl, Tanner Vn, TNS, NOVELLUS HN, Square VN, AIESEC, AN NAM, Siemens, Bayer, Philip Morris, Chailease, ODIM, Interflour VN, Panasonic VN, Merck, Petronas, Dalat Hasfarm, Watson Wyatt VN, Pepsi, Vinagame, VinaCapital Vn, TRG International, Perfetti, NAVIGOS, Total Lubricants, ICI paints, Ranbaxy, Alembic, B/Braun, British American Tobacco, Sony JVPC, PTSC, PEB Steel, Bayer, Fuji film, Mega, Zeullig Pharma, Avon, Pepsi, Li & Fung Trading Company, Singapore Tourism Board, Mercedes, Gillette, MPDF, Savills Vietnam Pharma Link, Lavie, SABMiller, Colgate Palmolive, ABBank, PTSC, Windsor, etc.

REGISTRATION FORM

TRAINING NEED ASSESSMENT FOR HIGH PERFORMANCE

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EVENT FEES AND GENERAL INFORMATION

(Please make copies of this page for registration as required)

EVENT FEES

Normal Fee

Group of 5 or more

INTERNATIONAL

USD 320/ 2 Days

USD 290/ 2 Days

PAYMENT DETAILS

Account Name (Pay to) :

Account Number :

SWIFT Code :

Name of Bank :

Bank's Address :

Please tick:

PAYMENTS MAY BE MADE BY CASH OR BANK TRANSFER.

ITD Vietnam

030-70000-03131

VIDPVNV5

VID Public Bank Branch

88 Nguyen Du Street, District 1, Ho Chi Minh City, Vietnam

☐ Normal Fee

☐ Group of 5 or more

Title and Name: Prof/Dr/Mr/Mrs/Ms _____

Tel: _____ Fax: _____ E-mail: _____

Mobile: _____ Position: _____

Organization: _____

Address: _____

Date: _____ Signature: _____

Mode of registration:

E-mail: itdhcmc@itdworld.com

Fax: +84 8 3932 0681

Tel: +84 8 3932 0600

Replacements and representatives are allowed, however the fees paid are not refundable.

INSTITUTE OF TRAINING AND DEVELOPMENT

The Global Learning Solutions Expert



President and CEO of the ITD World, Dr. Peter Chee receiving the Brand Laureate International Award for the Best Brand in Training, - Asia by H.E. Tun Dr. Mahathir Mohamad, Prime Minister of Malaysia for 22 years.

SINGAPORE (HQ for Global R&D)

ITD INTERNATIONAL PTE LTD
7030 Ang Mo Kio Ave 5
#09-90 Northstar @ AMK
Singapore 569880
Tel: +65 9737 5109
Fax: +65 6223 6521
E-mail: itdsg@itdworld.com

MALAYSIA (Head Office)

ITD PENANG
23-A, 23rd Floor Menara
Northam, 55 Jalan Sultan Ahmad
Shah, 10050, Penang, Malaysia
Tel: +604 228 3869
Fax: +604 228 6869
E-mail: itdpg@itdworld.com

ITD KUALA LUMPUR
Level 3, Block D, Plaza Mont' Kiara
2 Jalan Kiara, Mont' Kiara
50480 Kuala Lumpur, Malaysia
Tel: +603 6203 3880
Fax: +603 6203 3830
E-mail: itdki@itdworld.com

THAILAND

INTERNATIONAL ITD LTD
Mahatun Plaza Building
888/199 Ploenchit Road
Pathumwan
Bangkok 10330, Thailand
Tel: +662 650 9324 to 8
Fax: +662 650 9329
E-mail: itdbkk@itdworld.com

VIETNAM

ITD VIETNAM
8B Su Thien Chieu St., Ward 7
District 3, Ho Chi Minh City, Vietnam
Tel: +84 8 3932 0600
Fax: +84 8 3932 0681
E-mail: itdhcmc@itdworld.com

PHILIPPINES

ITD CONSULTING GROUP INC
11/F Unit 1108-88 Corporate Centre
141 Valero Street, Salcedo Village
1227 Makati City, Manila Philippines
Tel: +632 887 7428
Fax: +632 844 8874
E-mail: itdmanila@itdworld.com

ITD WORLD

ITD World's roots can be traced back to 1984 when a group of visionary HRD experts established an institution, which quickly emerged as a leader in its field.

The dawn of the new millennium heralded a new phase of international expansion as the organisation expanded its services and programs throughout the Asia Pacific Region. ITD World's headquarters is based in Penang, Malaysia and it has centers spanning Malaysia, Singapore, Thailand, Vietnam, Philippines & Cambodia.

Ultimately, the ITD World's vision is all about people. The truly shared meaning behind ITD World's torch goes beyond leadership and excellence, it about uplifting and bringing 'light' to people's lives and helping both individuals and organizations attain their aspirations.

Vision

Transforming Leaders for a Better World

Mission

To excel as Asia's #1 global learning solutions expert that makes the world a better place



ITD VIETNAM

Name of organization:

ITD Vietnam Center For Management Development, Training And English Language (ITD Vietnam)

Address:

8B Su Thien Chieu, Ward 7, Dist. 3, HCMC, Vietnam

Tel: (+84) 8 3 932 0600

Fax: (+84) 83 932 0681

Ownership:

100% foreign investment

Legal Representatives:

Dr. Peter Chee – CEO of ITD World