

EFFECTIVE TRAINING NEED ASSESSMENT - TNA

15th – 16th February 2015, Dubai – UAE

18th – 19th February 2015, Doha – QATAR



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OVERVIEW

Training is the most important function for every organization because it plays a significant role in the employee's development and organization performance. However, organizations spend a lot of time, efforts, resources and money on training their employees, and often fail to get the desired results in employee's behavior and performance from the training. One of the major reason behind this is the lack of proper training need assessment practices which is the most critical step for effective training. This highly engaging program will equip the participants with practical training need assessment knowledge, tools and techniques. In this training workshop, all the participants will actually do the training needs analysis with sample TNA forms, TNA questionnaire and TNA report.

LEARNING OUTCOME

At the end of the training, the participants will be able to:

- Identify the correct training gaps
- Recommend the right training for the right person at the right time
- Select the best suitable training providers
- Utilize the training budgets properly
- Evaluate training implementation effectiveness
- Propose a detailed training plan

ADDED BONUS

Case Studies of Leading Organizations

This training program will include real training need success stories and case studies of leading Fortune Organizations including Toyota Motors, Agility Logistics, Total Oil, Abbott, DP World, Royal Bank of Scotland RBS, The Abu Dhabi Group, Wateen Telecom and many others. Competency Based TNA of RBS will be added bonus.

COURSE OUTLINE

- **Understand TNA:** Understanding TNA & its purpose.
- **Proactive and Reactive TNA:** Identifying Proactive TNA and Reactive TNA approach for the organizations.
- **How to Make Trainings Effective:** Learning why excellent training programs fail to get results.
- **Types of Training Analysis:** Learning the three important types of analysis: Organizational, task and individual analysis.
- **Is Training the Solution?:** Differentiating between training issues and non-training issues.
- **Ways to Gather Data for Analysis:** Adopting appropriate needs assessment methods to collect data for analysis.
- **ADDIE Model:** Learning how to use ADDIE Model.
- **TNA Interview Questions:** Learning practical TNA interview questions for participants, supervisors and department heads.
- **Training Plan:** Proposing a Training Plan for implementation and provide TNA recommendations.
- **External v/s Internal Training:** Deciding appropriately whether to use in-house trainers or external trainers for training plan implementation.
- **Design Training Objectives:** Preparing proper training objectives for in-house training courses.
- **Select the Right Trainers/ Training Providers:** Identifying and selecting the external trainers best suitable as per organization needs.
- **TNA Report:** Developing a master plan for future training strategies based on the TNA findings.
- **Evaluate Training Results:** Evaluating the effectiveness of the training after the implementation of the training plan.
- **Best TNA Practices:** Learning the global TNA best practices with success stories.

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WHO SHOULD ATTEND?

- Training Heads/Training Managers/ Training Executives/ Training Officers
- In-House Trainers
- HRD Managers/ HR Managers
- Learning and OD Managers
- Line Managers involved in TNA
- Anyone who is required to assess the need assessment or want to learn the best TNA practices.

METHODOLOGY

- Interactive Presentation
- Group Discussions
- Case Studies
- Simulations
- Practical Examples
- Role Plays
- On Hands Assignments
- Practical Tools and Techniques

TRAINING INCLUDES

- Course Workbook
- Training Material
- Certificate of Participation
- Post Training Assignments
- Group Photograph
- Lunch and High Tea
- Networking Opportunities and Amazing Learning

TRAINING SCHEDULE

08.30 --- Registration & Morning Coffee
09.00 --- Training Starts
10.45 --- Morning Coffee Break
11.00 --- Training Resumes
13.00 --- Lunch
14.00 --- Training Resumes
15.45 --- Afternoon Coffee Break
16:00 --- Training Resumes
17:00 --- Training Ends

IN-HOUSE TRAINING

If you have a group of 10 or more people that would from this program, we can deliver this program exclusively tailored to your organization. Please contact our in-house training department at:

Email: naby@nashbs.com

View In-House training Catalogue:

<http://www.nashbs.com/inhouse.php>

COURSE OUTLINE

Zeeshan is a well known Corporate Trainer and International Speaker having trained thousands of participants in Dubai, Singapore, Malaysia, Pakistan, Egypt, Bangladesh and Sri Lanka.

He is experience includes training employees from a wide range of industries including banking, insurance, pharmaceutical, telecom, FMCG, information technology, manufacturing, automobile, petroleum and agro chemical industries.

Zeeshan is on the distinguished panel trainers for international assignments with OnTrack International in UK, Association of Professional Trainers in Singapore, Settec Inc. in Egypt and JHC International in West Africa.

Zeeshan is among very few industry trainers who have practical experience of working with top multinational organizations; Zeeshan has worked as an employee in various HR roles with Proctor and Gamble P&G, English Biscuit Manufactures EBM and Royal Bank of Scotland RBS which gives him an edge in designing practical learning interventions with transferrable workplace skills.

Zeeshan has been the key note speaker in several national and international conferences few of them including Egypt Leadership Conference 2010 in Cairo, Egypt, South Asia HRM Conference 2010 and International Leadership Summit 2012 in Dhaka, Bangladesh.

He regularly travels to Singapore for training assignments and key note speaking engagements. He is the professional member trainer of the Association of Professional Trainers, Singapore, Asia Professional Speaker's Singapore APSS, Facilitator's Network Singapore FNS and International Coaching Federation ICF. He was awarded as a best speaker by various Toastmaster International Clubs based in Singapore few of them including YMCA Toastmaster and Whampao Toastmaster International.

He regularly writes for leading publications and magazines worldwide. He is rates as one of the prominent authors of the best workplace articles published in DAWN Advertiser.

DELEGATE REGISTRATION FORM

Delegates

Name _____
Job Title _____
Telephone _____
Mobile _____
E-mail _____

Name _____
Job Title _____
Telephone _____
Mobile _____
E-mail _____

Name _____
Job Title _____
Telephone _____
Mobile _____
E-mail _____

Organization

Name _____
Telephone _____
Fax _____
Address _____

Authorization (This form is invalid without a signature)

Name _____
Job Title _____
Signature _____
Date _____

Contact Person

Name _____
Job Title _____
Telephone _____
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Please complete this form immediately and send back to:

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Tel: +6012-286-0704 | Fax: +603-7962-0001
Email: naby@nashbs.com

Payment Details
Payment is required within 7 days upon receipt of the invoice.

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SWIFT Code: **SCBLMYKXXXX**
All payment must be received prior to the event date

Confirmation details
Joining details confirming your participation will be sent, once a registration has been received. After receiving payment, a receipt will be issued.

Cancellations/Substitutions
Substitutions are welcome at any time. Please notify us at least 2 working days prior to the event. All cancellations will carry a 10% cancellation fee, once a registration form is received. All cancellations must be in writing by fax or e-mail at least 3 weeks before the event date. Cancellations with less than 3 weeks prior to the event date carry a 100% liability. However, course materials will still be couriered to you.

Note: The investment fee does not include any taxes (withholding or otherwise). In case of any taxes applicable the client has to ensure that the taxes are paid on top of the investment fee paid for the course. Compliance with the local tax laws is the responsibility of the client.

Workshops		Regular Fee (per Delegate)	Group Fee: 3 or more pax (per Delegate)
<input type="checkbox"/>	Training Need Assessment - TNA 15 th - 16 th February 2015, Dubai - UAE	USD1,595	USD1,395
<input type="checkbox"/>	Training Need Assessment - TNA 18 th - 19 th February Qatar 2015, Dubai - UAE	USD1,595	USD1,395