



# Effective Training Need Assessment



**COURSE FACILITATOR**

**Zeeshan Lakhpaty**

**Senior Consultant / Senior Trainer**

Panel Member of Association of Professional Trainers, Singapore.

Best Speaker Awarded by YMCA and Whampao Singapore, Toastmasters International.

Trained More Than 25,000 Professionals in Six Countries.

**8<sup>th</sup> March 2016** Karachi Marriott Hotel

**10<sup>th</sup> March 2016** Pearl Continental Hotel, Lahore

**Timings: 9am to 5pm**

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## Program Introduction:

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 that will help them to follow the best training practices in their organizations.

## Learning Outcomes:

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

- Identify the correct training gaps for your organization.
- Recommend the right training for the right person at the right time.
- Align training plans with business objectives and organizational goals.
- Select the best suitable training providers.
- Prepare proper learning objectives.
- Separate your organization non training issues from training needs.
- Utilize the training budgets properly.
- Evaluate training implementation effectiveness.
- Propose a detailed training plan.

## Program Contents:

- **Understand TNA:** Understanding TNA and 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 Interviews:** Learning how to conduct practical TNA interviews with actual 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 Impact:** Evaluating the effectiveness of the training after the implementation of the training plan.
- **Best Training Practices:** Learning the global and local best training practices with success stories.

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## Who Should Attend?

- Training Managers/ Training Executives/ Training Officers/ Training Coordinators
- Learning and Development Managers/Learning and Development Executives
- In-House Trainers
- HRD Managers/ HR Managers
- Line Managers involved in TNA
- Anyone who wants to learn the best TNA practices.

## Training Methodology:

- Interactive Presentation
- Group Discussions
- Real Case Studies
- Simulations
- Real Organizations 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



### Course Facilitator

## Zeeshan Lakhpaty

Senior Consultant / Senior Trainer

Zeeshan Lakhpaty is a well known Corporate Trainer and International Speaker having trained thousands of participants in Pakistan, Dubai, Saudi Arabia, Egypt, Bangladesh, Sri Lanka, Singapore and Malaysia. Zeeshan's experience includes training employees from a wide range of industries including banking, insurance, investment, pharmaceutical, telecom, FMCG, information technology, manufacturing, automobile, petroleum and agro chemical industries. Zeeshan is on the distinguished panel trainers for international assignments with Metanoia Consultants Global in U.A.E. , OnTrack International in UK, Opus Kinetic in Singapore, NASH Business Solutions in Malaysia, Settec Inc. in Egypt and JHC International in Ghana, West Africa.

- Trained More Than 25,000 Professionals in Six Countries.
- Conducted International Assignments in Singapore, Malaysia, Egypt, Dubai, Saudi Arabia, Bangladesh.
- Work Experience of Proctor & Gamble, English Biscuits Manufacturers and Royal Bank of Scotland.
- Panel Member of Association of Professional Trainers, Singapore.
- Best Speaker Awarded by YMCA and Whampao Singapore, Toastmasters International.

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 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 recently trained the leadership team of a leading multinational FMCG company named Almarai in the Middle East, Gulf and North Africa Region. Zeeshan regularly travels to Singapore for training assignments and key note speaking engagements. Zeeshan has conducted various programs through the Association of Professional Trainers, Singapore, Asia Professional Speaker's Singapore APSS, Facilitator's Network Singapore FNS and International Coaching Federation ICF.

Zeeshan was awarded as a best speaker by various Toastmaster International Clubs based in Singapore few of them including YMCA Toastmaster and Whampao Toastmaster International. Zeeshan successfully completed certification program on Training Need Assessment TNA Best Practices from Management Development Institute Singapore MDIS one of the leading institute based in South East Asia. Zeeshan regularly writes for DAWN as one of the prominent authors of the best workplace articles published in DAWN Advertiser.







## Training Testimonials:

“After being trained by Zeeshan, I am impressed that Zeeshan is an excellent trainer because he provided us with very good knowledge and kept us engaged so much that we never felt bored for a second throughout the training session.”

**Chief Financial Officer CFO, Ogilvy and Mather International**

“The trainer Zeeshan Lakhpaty was very clear about the subject and concepts in the training. The training material was very well organized and planned and was easy to communicate.”

**Vice President Operations South, Faysal Bank**

“Zeeshan covered all the relevant areas in a very smooth and effective manner which was easily understood and absorbed by all the participants with a good learning experience”

**Zohaib Hussain Bhatti, Program Manager Learning & Development, Bank Al Falah Limited**

“Zeeshan conducted highly informative training for the Association of Professional Trainers Singapore (APTS) platform. His topic on delegation and motivation of employees was certainly very motivating, and we enjoyed him sharing his experiences about best practices in delegating and motivating employees.”

**Principal Consultant, Elijah Consulting Pte Ltd Singapore**

Mr. Zeeshan Lakhpaty conducted training for our Total PARCO employees. The best thing about the training was the contents were easily understandable by everyone with real life scenarios and the best practices which we often ignore at workplace. Mr. Zeeshan is highly knowledgeable and well equipped trainer”

**Area Project Manager, Total Oil**

## REGISTRATION DETAILS

**Regular Tuition Fee: Rs. 17,500** per participant

**Group Discount: 10% Discount** on  
3 or more nominations from the same organization

Includes courseware, TerraBiz Certificate, lunch, refreshments and business networking

**TerraBiz Cancellation Policy:** For cancellations made in the 7 working days to the workshop, no refunds will be given. cancellations must be confirmed by email.  
Substitutions may be made at any time.