Training and Organizational Needs Analysis
Empowered Trainer’s Development Program Series

Package inclusions:
- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion

Venue:
Ateneo de Manila University - Salcedo Campus
3/F Ateneo Professional Schools Bldg.
130 H.V. Dela Costa St., Salcedo Village,
Makati City, Philippines

DATES
January 27 - 28, 2020
Monday - Tuesday
8:30 am - 4:30 pm

PROGRAM FEE
Php 11,800.00  (Early Eagle Rate until Jan. 13)
Php 12,800.00  (Regular Rate)

HOW TO REGISTER
Online
www.cce.ateneo.edu

Email
sales.cce@ateneo.edu

Call
(+632) 8840.2770

Schedules and prices may change without prior notice.

CUSTOMIZED PROGRAMS
We offer companies our tradition of service and excellence through customized programs fit for special organizational needs.
Call us and lead the change!

Accreditations:

Member:

Follow us:

December 4, 2019
Training or organizational development specialists are responsible in making people interventions that influence the future strategies and success of the organization. To fulfill this mission, all interventions should match the needs or requirements of the organization, and the people in it.

*Training and Organizational Needs Analysis* is a two-day program that examines the process of identifying and analyzing needs for training or organizational development purposes. It starts with measurable pointers for needs analysis, formulating instruments for gathering information, evaluating results for development issues, and identifying best training or other interventions for change.

**Empowered Trainer’s Development Program Series**

**Training and Organizational Needs Analysis**

**Objectives**

After the course, you will:
1. Identify triggers that will start a need analysis for training or organization evaluation;
2. Formulate appropriate methods and instruments to generate the required information;
3. Differentiate between individual and group strategies in data gathering techniques and measurement;
4. Evaluate and interpret results utilizing statistical methodologies; and
5. Present findings and recommendations to clients.

**Who should attend**

The program is designed for training and organizational development specialists, entry level training officers, managers and supervisors who are directly involved in staff and/or unit development, and to non-HR persons who need to learn and understand HR functions and processes.

**Program Content**

I. A. Introduction and rationale
   B. Business strategy and needs analysis
   C. Starting the analysis with triggers
   D. Application: Trigger analysis for actual organization

II. A. Conducting Training Needs Analysis (TNA)
    B. What is a training need?
    C. Rationale for TNA
    D. Standards and measurements of jobs
    E. Steps for conducting TNA
    F. Practicum #1: Trigger analysis for TNA
    G. One-on-one methodologies for TNA
    H. Practicum #2: Formulating TNA instruments

III. A. Conducting organizational needs analysis
    B. Organizational diagnosis model
       (Systems, environment, and training)
    C. Samples of organizational development instruments
    D. Practicum #3: Formulating organizational needs instrument

IV. A. Group methodologies for data gathering
    B. Focus Group Discussion (FGD)
    C. Brainstorming
    D. Card sort
    E. Observation report
    F. Practicum #4: Implementing FGD and brainstorming techniques

V. A. Evaluate needs analysis results
    B. Formulating measures of results
    C. Statistical methodologies for analysis

VI. A. Presentation of results
    B. Data presentation format
    C. Making effective change recommendations