



ATENEUM DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS
CENTER FOR CONTINUING EDUCATION



Human Resources Management

ONLINE PROGRAM

TRAINING AND ORGANIZATIONAL NEEDS ANALYSIS

October 25, 26, 27, & 28, 2021

Synchronous sessions via Zoom

Asynchronous sessions via access to the AteneoBlueCloud (Canvas LMS)



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ABOUT AGSB-CCE

The Ateneo Graduate School of Business - Center for Continuing Education (AGSB-CCE) was established to complement the existing Ateneo-BAP Institute of Banking, a consortium between the Ateneo de Manila University and the Bankers Association of the Philippines. It was initially known as the Basic Leadership Program (BLP) until the name was changed to Continuing Professional Education (CPE) and then finally, to Center for Continuing Education (CCE).

Under AGBS, CCE takes an active role in addressing specific industry concerns that require immediate, purposeful, and focused response. As an industry resource and partner, CCE offers continuing professional development programs that are workplace-based with immediate take-away value. Methodologies are based on business simulation, practical exercises and applications, case analyses, and focused discussions. Courses are designed, developed and delivered by industry practitioners who are noted experts in their respective fields. Together, AGBS and CCE support the Ateneo mission to promote excellence, integrity and service.



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.

OBJECTIVES

Successful completion of this module enables the participant to:

- ➔ Identify triggers that will start a need analysis for training or organization evaluation;
- ➔ Formulate appropriate methods and instruments to generate the required information;
- ➔ Differentiate between individual and group strategies in data gathering techniques and measurement;
- ➔ Evaluate and interpret results utilizing statistical methodologies; and
- ➔ Present findings and recommendations to clients.

TRAINING AND ORGANIZATIONAL NEEDS ANALYSIS

Training or organizational development specialists are responsible to make 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 & 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.

Training and Organizational Needs Analysis is part of the Empowered Trainer's Development Program Series.

PROGRAM OUTLINE

I. Introduction and Rationale

- A. Business Strategy and Needs Analysis
- B. Starting the Analysis with Triggers

II. Conducting Training Needs Analysis (TNA)

- A. What is a Training Need?
- B. Rationale for TNA
- C. Standards and Measurements of Jobs
- D. Steps for Conducting TNA
- E. Methodologies for TNA
 - 1. Interview

- 2. Questionnaire
- 3. Checklist
- 4. Test
- 5. Competency Based
- 6. Essay
- 7. Essay & Checklist

III. Conducting Organizational Needs Analysis

- A. Organizational Diagnosis Model (Systems, Environment and Training)
- B. Samples of Organizational Development Instruments
- C. Practicum: Formulating TNA- Organizational Needs Instruments

IV. Group Methodologies for Data Gathering

- A. Focused Group Discussion (FGD)
- B. Brainstorming
- C. Card Sort
- D. Observation
- E. Practicum: Implementing FGD and Brainstorming Techniques

VI. Analyzing Needs Analysis Results

- A. Formulating Measures of Results
- B. Statistical Methodologies for Analysis
- C. Integrating Interview and Survey Results (Individual & Group)

VII. Presentation of Results

- A. Data Presentation Format
- B. Making Effective Change Recommendations
- C. Presentation of Significant Findings

VIII. Integration

RESOURCE PERSON



**MR. ARMANDO T.
BONGCO, JR.**

Mr. Armando T. Bongco, Jr is a Professional Management and Organization Development Consultant specializing in leadership supervisory and management development, strategic planning, performance management, coaching and counseling, training and development, human resource for line leaders, and organization transformation.

He was a Consultant and HRDG Manager of United Laboratories, Inc., Senior Manager for Organization Development and Training Manpower Department of First Holdings Group of Companies, Head for Manpower Training and Development Department of the Human Resources Division of Ayala Group of Companies, and Staff Planning Assistant for the Human Resources Division- San Miguel Corporation.

Mr. Bongco was trained and certified as an official instructor for Problem-Solving and Decision-Making Program by Kepner and Tregoe, Inc., Interaction Management by Development Dimension International, Inc., and Problem Solving and Decision Making by Decision Processes, Inc. He participated and completed numerous seminars conducted by leading foreign and domestic consultancy firms in various areas of HRM.

TRAINING AND ORGANIZATIONAL NEEDS ANALYSIS

PROGRAM DETAILS

October 25, 26, 27, & 28, 2021
Monday - Thursday
1:30pm - 5:30pm
via ZOOM

PROGRAM FEE

Php 10,000.00 (*Early Eagle Rate*)
Php 11,000.00 (*Regular Rate*)

**Schedules and prices may change without prior notice.*

INCLUSIONS

- Digital copies of the materials can be accessed through AteneoBlueCloud (Canvas LMS)
- Digital Certificate of Attendance
- Printed Certificate of Course Completion

REGISTER NOW!

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SCAN CODE
TO REGISTER



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