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

October 3 - 4, 2019
Thursday - Friday
8:30 am - 4:30 pm

Program fee
P11,800.00 (Early Eagle Rate until Sept. 19)
P12,800.00 (Regular Rate)

Accreditations:

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!

Schedules and prices may change without prior notice.
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.

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

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. Practicum #1: Trigger analysis for TNA
F. One-on-one methodologies for TNA

III. Conducting organizational needs analysis
A. Organizational diagnosis model
B. Samples of organizational Development instruments
C. Practicum #3: Formulating organizational needs instrument

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

V. Evaluate needs analysis results
A. Presentation of results
B. Data presentation format
C. Making effective change recommendations

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.