**Skills to identify training needs and develop a plan of integrated training**

| Date | Venues | ($)Fees | Book your seat |
|---|---|---|---|
| 30 Jun -04 Jul 2024 | Jakarta | 3600 | Register Now |

## Course Overview

In this course you will distinguish between the proactive / strategic approaches of managing training and the traditional/reactive approach, Use appropriate methods to identify training needs, design and conduct a training needs analysis. Analyze the components of human performance and determine how managers and/or the corporate culture may enhance performance.

## Course Objective

- Evaluate the effectiveness of training.
- Specify how Training & Development can contribute to the business
- Recommend improvements to the way Training & Development is positioned in their organisations * Be able to use latest administrative and systems techniques
- Describe how best practice of a Training Coordinator should apply to them in their situation
- Demonstrate in-depth personal learning and new skills and methods for identifying training needs, and understand the evaluation model and how it works
- Take away for implementation in their organization an action plan for implementation which should significantly improve efficiency

## Who Should Attend?

Training and development employee involved in the process of training needs analysis, coordinating and organizing training programs, and evaluating the results of training.

## Course Outline

- The proactive and strategic role of training
- The contribution of training & development to the business
- Managing information resources –the impact on the training coordinator
- The role of the training coordinator
- Using the new evaluation and quality control model
- Developing the role of the training co-ordinator
- Improving performance
- Evaluating training

# Training Methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays

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