



**MAESTRO**  
CONSULTANTS

# **TRAINING NEEDS ANALYSIS**

## **COURSE OUTLINE 2020**

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## **TRAINING TITLE**

TRAINING NEEDS ANALYSIS

## **VENUE**

Dubai, UAE

## **DURATION**

5 Days

## **DATES**

01 - 05 March 2020

## **PRICE**

US\$4,000 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch buffet daily.

## **TRAINING INTRODUCTION**

Managers and decision makers are introduced to, regularly, many training programs. It is easy to make sound decisions when the training is related to defined, agreed upon, and measurable skills (HARD SKILLS) such as operating machines or applying a recognized procedure. It is very difficult, however, to take decisions when the training relates to skills that have no recognized and measurable standards (SOFT SKILLS), such as communications, or leadership.

The secret for taking the correct decision depends totally, on the quality of analysis that leads to detecting the training and development needs for the working individuals, for supporting the organization's needs, wants and desires.

Participants will learn the skills that will allow them to correctly, analyze training and developmental needs through better understanding of analytical skills, performance improvement, and organization development concepts and practices.

## **TRAINING OBJECTIVES**

At the end of the session the participants should be able to identify the suitable training requirements of candidates (staff) to meet the expected or required level of competency to perform effectively and efficiently in their job role.

## **TRAINING AUDIENCE**

Managers and supervisors, planners, HR specialists, Training professionals and coordinators

## **COURSE OUTLINE**

### **Following will be covered in detail**

- Overview of Training Management system in an Industry.
- Definition of Competence, Assessment and Assurance.
- Importance of competence profile for different job roles in an organization.
- How to design a competence profile?
- The importance of core competency, HSE competency and Business development competency of people in a Oil & Gas Industry.
- The evaluation methods or assessment methods against the standard profile.
- Different standards required for assessment.
- Importance of evidence while carrying out assessment for an oil and gas personnel.
- Identification of GAPS and analyzing the training requirements.
- What training is needed?
- Who needs training, Why training is needed.
- What is task ?
- Why the task is divided in to sub elements ?
- How the task can be designed from Job description?
- Types of training in oil and gas Industry?
- Importance of on the job training.
- How we can evaluate the training effectiveness.
- What expectations does the organization have about training?
- How many trainers are available and other facilities?
- Importance of CBT-Computer based training and on the job training.
- What are the effective methods of training to meet the expected level.
- Details of training Methods.
- Traditional Qualification and work based qualification awareness.
- NVQ- National Qualification- awareness why it is required in an oil and gas Industry
- Normal format for Training Needs Analysis (TNA).
- How to record training data. Methods of monitoring training effectiveness.
- The major roles and responsibilities of Trainees and Line manager/Supervisor after preparing the TNA- Training needs analysis
- Summary Open and Close Forum

## **TRAINING CERTIFICATE**

**MAESTRO CONSULTANTS** Certificate of Completion for delegates who attend and complete the training course

## **METHODOLOGY**

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.