

CONSULTING SOLUTIONS



TRAINING NEEDS ASSESSMENT



Email us
info@ecoman-uaecom

Website
www.ecomanonline.com

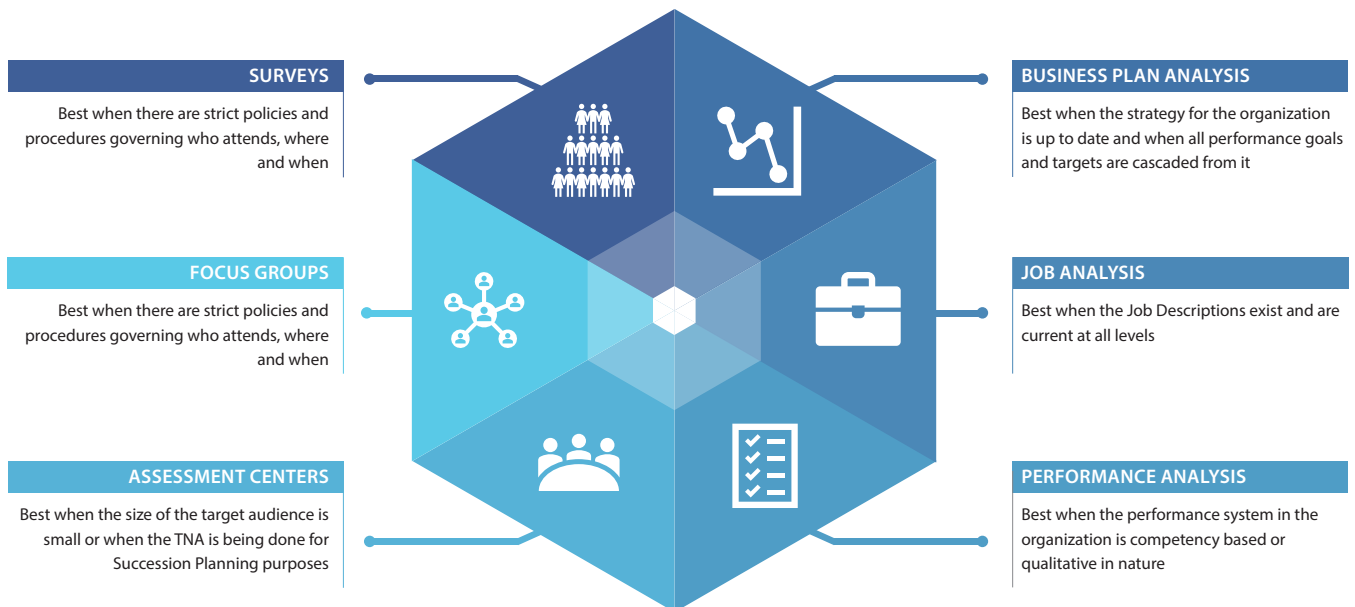
TRAINING NEEDS ASSESSMENT

A training needs assessment identifies the current level of competency for a specific individual or group in one area or more and then compares that competency level to the required standard established for their positions or other positions within the organization. The difference between the current and required competencies – globally known as the gap analysis – is often referred to as the Training Needs Assessment (TNA).

At EcoMan Training & Consulting, we have been conducting TNAs for decades and the experience we have gathered in this domain is extensive. As a training provider, we believe that a high return on learning can only be achieved if the training provided is based on an objective TNA. To this end, we employ several methodologies to conduct the TNAs and we always work hard to validate the outcomes of the TNA before considering it final. Among the methodologies we have employed in the past, these following have been the most value-adding:



TNA METHODOLOGIES



THE METHODOLOGIES – EXPLAINED



BUSINESS PLAN ANALYSIS

In this methodology, EcoMan will analyze the organizational strategy in order to extract the Critical Success Factors (CSFs) which are then sorted into Key Performance Areas (KPAs), core competencies and values. The KPAs extracted will form the outputs required by the organization whereas the competencies will form the inputs – hence the training needs.



PERFORMANCE ANALYSIS

Using this methodology, EcoMan will review the appraisals for the targeted group or for a diagonal slice across the organizational chart – if the large size of the pool warrants so. The findings from the appraisals' review will then be analyzed and grouped into competencies, core and technical and these will form the basis for the TNA.



JOB ANALYSIS

In this methodology, EcoMan will review the job descriptions for the targeted group or for a diagonal slice across the organizational chart – if the large size of the pool warrants so. The findings from the JD analyses will then be grouped into competencies, core and technical and these will form the basis for the TNA.



ASSESSMENT CENTERS

Using this methodology, EcoMan will conduct an assessment center for the targeted audience using a basket of assessment techniques. The 'center' will produce a gap analysis which will be linked to an individual or personal development plan for each assessed candidate.



SURVEYS

In this methodology, EcoMan will design and distribute a TNA survey for a reliable sample of employees across the organization. The results from the survey are then analyzed and grouped into core and technical competencies, which will form the basis of the TNA.



FOCUS GROUPS

Using this methodology, EcoMan will facilitate several focus group discussions aimed at uncovering the critical issues and challenges facing the organization – from various perspectives. The results of the discussions will then be analyzed and translated into a set of training needs, grouped by core and technical competencies.

THE PROCESS – IN BRIEF

1

In Step 1, EcoMan subject matter experts will meet with the TNA sponsors and/or stakeholders to explain the methodologies with emphasis on pros and cons of each

2

In Step 2, EcoMan will review samples of existing documentation, such as business plans, job descriptions and performance appraisals to determine their suitability for the TNA

3

In Step 3, EcoMan will utilize findings from Steps 1 and 2 to recommend the most suitable TNA methodology for the client

4

In Step 4, EcoMan will implement the TNA while keeping the project's sponsor up to date on its progress

5

In Step 5, EcoMan will analyze the data gathered in Step 5, produce a draft of the TNA report, and share it with project sponsor and/or stakeholders for feedback

6

In Step 6, EcoMan will produce the final report and present it to project sponsor

THE DELIVERABLE

The TNA produced by EcoMan Training & Consulting will reflect the level of competence established for each of the assessed roles, the current level obtained from the TNA methodology employed and the resulting gap. The TNA will also show the recommended training associated with each gap. In essence, the TNA will be based on the following template:

TNA Findings Report

Targeted Audience (Individual or Group)	Required Standard	Current Standard	Variance	Short Term Training Need	Medium Term Training Need	Long Term Training Need
Targeted Competencies	2	1	1	ipsum	ipsum	Glipo
C1 Lorem ipsum	3	2	1	Dolor	sit	amet
C2 Dolor sit amet	2	1	1	Consect	adipiscing	Elite
C3 Consectetuer adipiscing elit	3	4	0	Maecenas	porttitor	Nunc
C4 Maecenas porttitor	2	3	0	Congue	massa	Fusce est
C5 Congue massa	1	2	0	Fusce	posuere	elit
C6 Fusce posuere	2	1	1	Nunc	viverra	porttitor
C7 Nunc viverra	3	2	1	Fusce est	tellus	massa
C8 Fusce est	4	3	1	Vivamus a	ipsum	Nunc
C9 Vivamus a tellus	3	4	0	Lorem	Maecenas	Fusce est

IN PREPARATION FOR OUR CALL

We strongly recommend that you have as many of the following inputs ready as possible:

1. The current organizational and HR strategy documents OR access to the HR senior management team.
2. The existing job descriptions (if available) and access to role incumbents and their direct supervisors/managers.
3. The existing performance management review forms and/or summary of the development section results.
4. The existing competency framework or access to it

The availability of the above will expedite the process of creating a custom fit proposal for your consulting need.

CONTACT US

Email info@ecomman-uae.com