Re-Engineering Human Resources According To Organization Needs

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➡️ ## Course Objective

- ➢ Identify and be able to use the 4-level model for doing Training Needs Analysis
- ➢ Have practiced the techniques in a practical and understandable way
- ➢ Master how competencies are constructed and know which ones are the best to harness to get good results
- ➢ Use the new priority process to be able to prioritise all training requests in a logical way that is easy to understand
- ➢ Master training evaluation using the 10-step model
- ➢ Know which training is suitable for evaluation and which ones are not
- ➢ Practice evaluating a series of training courses

➡️ ## Target Audience

- ➢ Human Resources managers and senior professionals, specialists, team leaders, and business partners in the function who seek to broaden their knowledge and improve their skills in the key functions of HR as well as those who are responsible for evaluating HR and its effectiveness in the organization. The course is also suitable for those employees who are targeted for development or promotion within the HR function.

Course Outline

- ➤ DAY 1
- ➤ New Approaches to Training Needs Analysis
- ➤ Introduction
- ➤ Alternative options to TNA
- ➤ The Four-Quadrant model of TNA – a new way of analysis
- ➤ Use of a training schema to establish the complete training process and set the rules
- ➤ Who is the customer?
- ➤ Quadrant One: Use of a simple coding system to code the different types of training
- ➤ Corporate needs into action – how much of the process is governed by TNA?

- ➤ DAY 2
- ➤ Quadrant Two: Department Needs & Quadrant Three: Team Needs
- ➤ Quadrant Two: Departments
- ➤ The specific requirement departments have – relationship with yearly operating plans
- ➤ Speed of action from identification to action – on going monitoring – What is needed? Specific analysis tools
- ➤ Creating Self -Empowered teams
- ➤ Departments – your most challenging customer
- ➤ Quadrant Three: TNA for teams – What are their special needs?
- ➤ Use of the Adair model to aid TNA

- DAY 3
- Quadrant Four: Individual Needs Dealing with Priorities and Training Unit Costs
- Quadrant Four: Individual needs
- Ways to train other than attending a training course
- How to prioritise and the quick system
- Understanding and Mastering Training – unique competencies
- New software advances to simplify and reduce TNA error
- Understanding unit costs and budgets for training – essential for TNA and evaluation

- DAY 4
- Mastering the Evaluation Process
- Validation vs. Evaluation – What is the difference?
- Current models explained: Kirkpatrick, CIRO, IES and the 10-step process
- Understanding the process of evaluation and its position in the training cycle schema
- How to use the 10-step process to produce training evaluation – each step explained
- The evaluation formula
- How you decide what training needs evaluating – use of the priority model
- All Four Quadrants reviewed

➢ DAY 5
➢ Practical Examples of Evaluation – Your Chance to Master the Techniques
➢ Accountability of training department to guarantee and produce results
➢ Why some people can't learn – fact not fiction
➢ Should all training be subject to evaluation?
➢ Back-at-Work presentations

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