



Asia Masters Center

Modern Strategies To Identify Training Needs **By Using Competencies**





Modern Strategies To Identify Training Needs **By Using Competencies**

➔ Course Objective

- Use a training schema to plan and execute training in an efficient way
- Use a priority system for all training requests
- Be able to set up training facilities in a professional way
- Be able to specify external training using a competency framework approach
- Master training records
- Equipped with the essential skills to confidently give expert support in the planning and preparation of training events

➔ 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

- The Successful Training Administrator
- Course Introduction and objectives
- Defining the role, skills, qualities and attributes which lead to success
- Maximising your support through using the right skillset
- Training policy and your organisation's strategy
- Understanding key terms in use in training
- The use of a process – the training schema
- Keeping up to date with training issues

➤ DAY 2

- Establishing Training Needs
- Identifying training needs – specifically competencies
- Training needs analysis for competencies
- How competencies are measured
- TNA exercise
- Other TNA at Corporate, Department, team and individual level
- The structure of training plans and how to administer them
- Understanding the training cycle and supporting system
- Awareness of different learning styles and how to provide for them



Asia Masters Center

➤ DAY 3

- Training Records, Evaluation and Information
- What needed for performance based training – from TNA to evaluation
- Evaluating competency based training
- Maintaining records, systems and libraries
- Coding training to make your job easier
- Use of the training Software system
- Maximising your time by linking training to the training schema
- Day to day records that need to be kept
- End of day review

➤ DAY 4

- Organisation and Administration
- Managing training resource libraries
- Manuals, tutors manuals and visual aids
- Understanding copyright with respect to training materials
- What you can and can't do with copying DVD's
- How DVD's are used in training – demonstration
- Setting up for training courses – how big should the room be?
- How to calculate screen size and sound requirements –practical
- End of day review



Asia Masters Center

- DAY 5
- Managing Training Events and Dealing with Suppliers
- Identifying unusual training needs and possible solutions
- Negotiating the best deal for your needs – promoting training activities
- Organising travel and accommodation
- Checklists for training rooms
- Pre- and post-course administration/document design – joining instructions and course hand-outs
- Training evaluation – internal and external
- How to specify training if you use external providers
- Formulating a personal action plan
- End of day review

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.



Asia Masters Center

Price (USD)

Communicate with the training department
to know the participation fees

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null