

## A LDI Training Course

# Training Needs Assessment

by  
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Do you want to learn the training needs assessment approach which will bring positive and measurable results?

TNA is first step, also the most important step in your entire training management activity. Successful training can only be obtained when your TNA is done correctly.

In this workshop you will learn the detailed steps on how to design and conduct your next TNA using the results-based approach which will:

1. Determine clearly the skills your people require to do their jobs well
2. Determine the objectives of the training
3. Obtain the results you want at the end of the training
4. Measure the results of your training and obtain the ROI you like to see
5. Decide on the right training solution
6. Ensure the training you conduct is successful, everytime.

### Course Content

- Principles and purpose of TNA
- When you should conduct TNA
- Who should be involved in TNA
- The 5 levels of Training Needs
- Identifying the level of needs analysis required
- How to identify your training objectives from TNA
- How to make sure your training results can be measured
- When training is not the right solution



- The 7 methods to analyse training needs
- Choosing the appropriate methods for needs analysis
- Examples of TNA
- How to design and manage your TNA

### Who Must Attend

- Training managers, supervisors and specialists
- Human Resources personnel, managers and supervisors
- Line supervisors or managers who have responsibility in developing their subordinates
- Everyone who has responsibility for managing training and people development

### Your Course Instructor

**Jamin Djuang** has been working with various organizations in developing their people for more than 30 years. He has MS in engineering and MBA degrees from The University of Texas at Austin, plus 10 years of corporate experience with two U.S. Fortune 500 companies.

He has conducted courses for IBM Singapore, American Bureau of Shipping, Siemens Singapore, ConocoPhillips, BAT Indonesia, VICO Indonesia, ChevronTexaco, ExxonMobil, Total Indonesia, Unocal Indonesia, Unocal Thailand, Metro Singapore, Ericsson Indonesia, Jakarta Hilton International, Bank BCA, P.T. Metrodata Electronics, Telkom Indonesia, Bank BRI, Info Asia, Sinar Mas Group and many others.

To enroll or get more information, please contact

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