WHAT IS THIS ABOUT

Identifying training needs for your employees requires careful scrutiny of mission objectives, personnel, production, raw materials, costs, and other factors. The training requirements you identify factor into the total training budget forecasted for your organization and your installation, and impacts the amount of funds that are allocated by senior management. A needs analysis also serves as a basis for evaluating the effectiveness of the training program. Upon completion of the analysis, you have a basis for comparison. In the absence of a needs analysis, training results are usually subjective and might not be attributable to the training. We help you with a first Quick Check to identify if your TNA is ready to help keep the costs low and create an effective training program.

BENEFITS

- Identify the overall goal for training
- Identify the Stakeholders
- Identify skill gaps
- Identify performance improvement areas
- Avoid unnecessary training

WHAT WE DELIVER

Kick off Meeting and presentation with Stakeholders
- Discuss use of available Best-Practices

Clarify open questions
- Are the Stakeholder's expectations on the subject Education/Training described and defined ?
- Are the current processes described?
- Should Education/Training be based on the current processes or are new processes required?
- Are the requirements for Education/Training clearly defined?

Comparison Best Practices vs. current process
Final presentation and recommendations

MILESTONES

Preparation (remote): 3 Days
- Mail & Evaluation Checklist / Briefing
- Get an overview of the company
- Which Stakeholders are available?
- Clarify expectations for Education/Training
- Which trainings/learning systems are available and are they still matching to the company size
- Prepare face-to-face interviews and meetings

Execution: 5 days incl. final presentation with discussion f-t-f
- Analyze the existing process documentation for education/training
- Investigate the current training environment (internal and external courses), and company policies(e.g. standard vs. individual training, internal or outsourced)
- Prepare workshops to define and discuss the findings to understand the outcome
- Final presentation with Stake holders and Client

Post processing: 2 days
- Finalize results
- Include discussion items from the final presentation
- Provision final report incl. recommendation for action for the client

Present and discuss the recommendations with Client

PRICING

Our prices are competitively priced, and reflect the value added based on the delivery structure and location

MERIT
Career Development

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