



## TRAINING NEEDS ANALYSIS

### DESCRIPTION

The training is a one-day overview of how to correctly determine the training needs of employees in organizations. It looks into how training needs inform and instruct the design of training courses to produce the expected learning from trainees.

### LEARNING OUTCOMES

1. Describe the principles, processes, tools, and practices of conducting training needs analysis (TNA).
2. Explain how training needs are converted to competencies to be learned in training courses.

### COURSE OUTLINE

- Training Cycle
  - o Training Needs Analysis
  - o Training Course Design & Development
  - o Training Delivery
  - o Training Evaluation
  - o Training Course Management
- What is Training Need?
- Types of Training Needs
- What is Training Needs Analysis?
- Difference between Training & Development
- Training, Coaching, Mentoring & Counseling

- Learning
- Training Treatable
- The Process of Training Needs Analysis
- Sources, Tools & Instrumentation for Data & Information Collection
- Workshop

**SEMINAR FEE:** Pay in full 5 days before the seminar and avail our early bird rate of **Php 2,700 per head (Regular rate: Php 3,000 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

#### **TERMS ON PAYMENT:**

- Pay in full 5 days before the seminar and avail our early bird rate of Php 2,700.00 only.
- Payments on the day of the seminar must be on cash basis only.
- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

#### **CANCELLATIONS**

- Cancellation 5 days before the scheduled seminar: FULL AMOUNT
- Cancellation 3 days before the scheduled seminar: 70% REFUND
- Cancellation at the scheduled seminar: ALL PAYMENTS SHALL BE FORFEITED

For further information, you may visit our website at [www.ilearnph.com](http://www.ilearnph.com). You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through [admin@ilearnph.com](mailto:admin@ilearnph.com)

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