

HOW TO CONDUCT TRAINING NEEDS ASSESSMENT

DATE: Wednesday, July 26, 2017

FEE: PKR 15,000/- per participant

VENUE: IBP, M.T. Khan Road, Karachi

TIMINGS: 9:00 am to 5:00 pm

5%
DISCOUNT
on 3-5 nominations

10%
DISCOUNT
on 6+ nominations

LAST DATE OF REGISTRATION
July 24, 2017

Course Facilitators
Mr. Zafar Aziz Osmani
Mr. Omar Jalal Qureshi

COURSE OVERVIEW

Training Needs Assessment (TNA) refers to the process of identifying training needs in an organization for the purpose of devising the right training strategy, aimed at improving employees job performance and filling the learning gaps. The identification of training needs is as important as the training itself. A successful TNA will identify those who need training and the type of training needed. It is counter-productive to offer training to individuals who do not need it or to offer the wrong kind of training. An effective TNA helps to put the training resources to good use. This one-day workshop would help the participants to conduct TNA effectively within their organizations to achieve maximum output from the training programs.

HOW TO CONDUCT TRAINING NEEDS ASSESSMENT

The Institute
of Bankers
Pakistan



LEARNING OBJECTIVES

This program would impart necessary understanding of the key concepts associated with the modern TNA approach and would enable the participants to:

- Create a linkage between organizational goals & value creating training needs of the employees
- Play a more proactive role in organization's capacity building
- Understand how the process of TNA can be effectively implemented within their organizations

CONTENTS

- Introduction
- Training Needs Analysis/ Assessment
 - << What is a Training Needs Analysis
 - << What are Training Needs
- Alignment of Vision, Mission and Desired Business Outcomes
 - << Vision, Mission and Values linkage to Training
 - << Business Goals and Core / Functional Competencies' Evaluation
 - << Individual / Team Value Creation Gaps, Opportunities & Challenges
- Corporate Training Plan
 - << Describing current situation
 - << Identifying new training requirements
 - << Developing an Implementation Plan
 - << Preparing a budget for implementation
 - << Creating Training Schedule
 - << Summarizing findings in a Corporate Training Plan
 - << Presenting findings to management
- Action Plan & Wrapping Up

WHO SHOULD ATTEND?

- Executives/ Managers/Officers engaged in training and development activities, from banks/ DFIs/ Other organizations
- HR Professionals, Trainers and Training Consultants

FACILITATORS

Mr. Zafar Aziz Osmani

Mr. Osmani is a renowned business professional with vast management and leadership experience, spanning over a period of three and a half decades. He is expert in strategic HR interventions aimed at enhancing organizational effectiveness. He is engaged in advising & training, locally as well as abroad, in the domains of HRM, Leadership, Organizational Design, Capacity Building, Institutional Transformation and Change Management, Rationalizing Staff Structure, Business Process Reviews, Training Needs Analysis, Job Evaluation and Job Profiling etc. During his long professional career, he had been associated with a number of well-known organizations where he held senior-level positions like Member, Head, Director and SEVP, these organizations include, KESC, HBL, FBR, Pak Kuwait Investment Co., Meezan Bank, American Express Bank, Gulf International Bank, Exxon Pakistan, Ministry of Finance etc. At present he is CEO of Excelerate (Pvt.) Limited, where he has been providing management consultancy and HR Advisory services to various public and private sector organizations. In addition, he has also participated as guest speaker in various organizations in Pakistan, India, Sri Lanka & Bangladesh.

Mr. Omar Jalal Qureshi

Mr. Qureshi is a senior-level professional with expertise in conducting trainings for public and private sector organizations. He has vast experience of more than thirty years. He has played key role in areas of Administration & Operations, Strategic Planning, HR Strategy, Contract Negotiations (local & international), Developing Policies, Project Management, Problem Resolution, Security and Crisis Management and conducting HR Trainings for enhancing organizational effectiveness. In addition, he is a Qualified Aviation Instructor and Instrument Flight Examiner from Pakistan & USA. He has spent a major part of his career serving Pakistan Army, where he was elevated to higher ranks and retired from the position of Lieutenant Colonel. At present he is Chief Operating Officer at Excelerate (Pvt.) Limited. Prior to this, he was General Manager at Deflog Pvt. Ltd.

CONTACT DETAILS:

Mohammad Akram T (021)-35277511 E m.akram@ibp.org.pk
Saba Majeed T (021)-35277522 E saba.majeed@ibp.org.pk

NOTE: Payment should be made on or before the course start date in the name of "THE INSTITUTE OF BANKERS PAKISTAN".

Please send nominations/requests for participation at least two days before the training date.