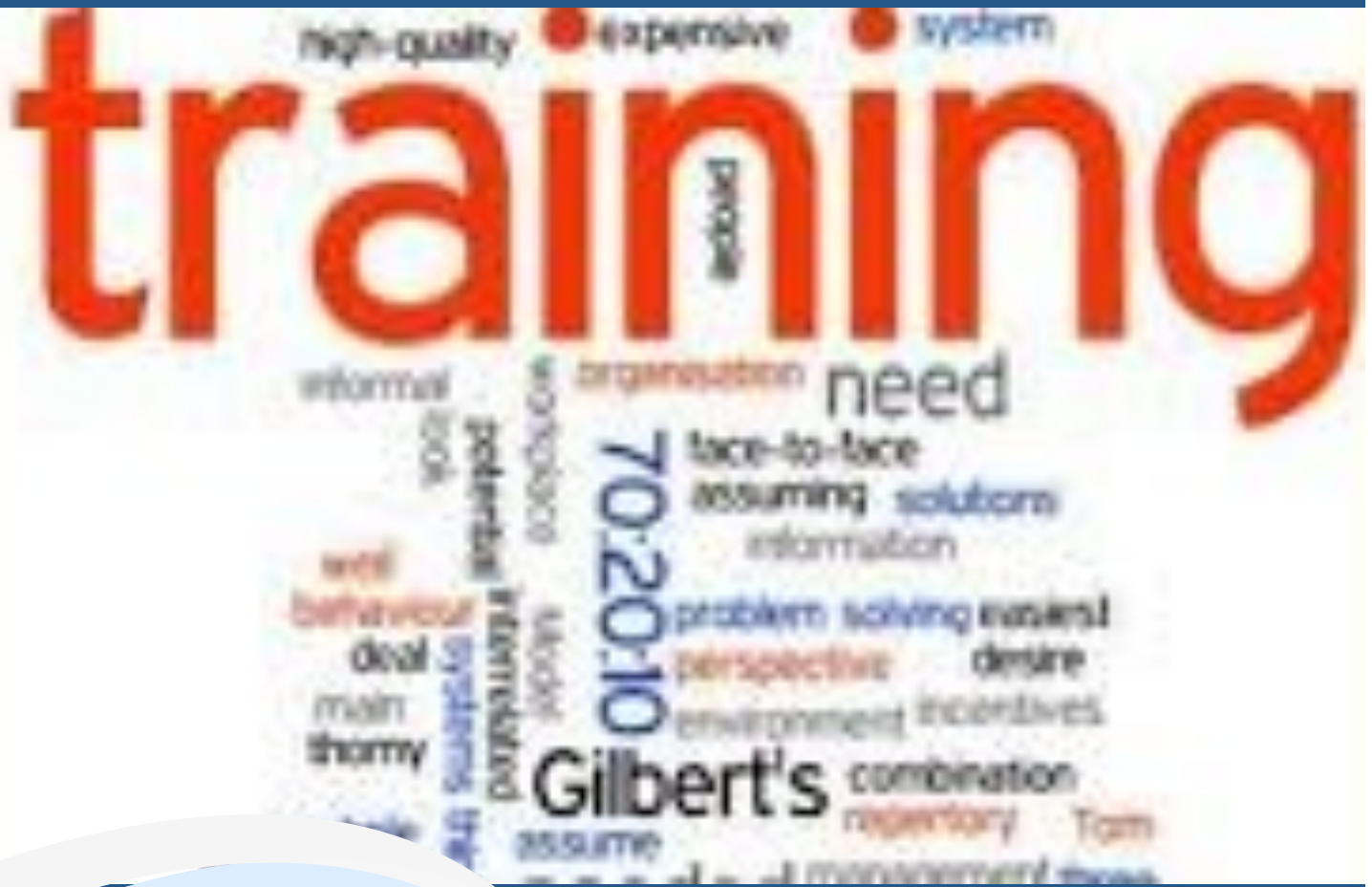


# 21st Century Skills Training Needs Analysis Masterclass 2018



Investment Per Delegate: R 8 499,00

Date: 18 - 19 October 2018

VENUE: City Lodge Hotel, Fourways, Johannesburg



Nduna Project Consulting

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## About the Training

*Deliver modern learning experiences to meet expectations from modern learners*

*Training needs analysis (TNA) is a given, right? Define your goals and desired actions, get to know the audience and their needs, and pin point some measurable targets for your project. Whether it takes an hour or a day, defining the problem before you begin your design phase makes sense. But in a world where learning is becoming more pervasive: multi-channeled, self-directed, communal and continuous, what does a modern day training needs analysis need to capture that it might not have done, say, five years ago? And how do you set targets for something that is potentially moving, growing and continuous?*

*New workplace demands and requirements are causing major changes in formal education as well as in professional training. Some factors seem to introduce a new scenario for organizations: the rapid pace of technological change in the information society, the increasing content knowledge required for production, the reduction in the product life cycle, and rapidly changing production processes. The need for workers' continuous learning is one of the various effects of these pressures.*

*Thus Training Needs Analysis (TNA) processes have a strategic role because they provide clear guidelines as to which professional skill deficiencies must be remedied and what the profile of future trainees should be. Common TNA practice and training interventions focus on how to do it in the present; however this unique conference will give you skills to do it in the future*

### Key Training Takeaways;

- \* ☑ Participation in an interactive workshop
- \* ☑ Comprehensive course documentation
- \* ☑ Certificates of attendance
- \* ☑ Learning from an internationally and locally recognized experts

The training will provide theoretical and practical tools to enable delegates to answer the following questions;

- ⇒ How can one respond to workers' qualification needs?
- ⇒ How can one systematize and operationalize TNA processes and practices?
- ⇒ How can one identify and measure training needs?
- ⇒ What are the possibilities and limitations of practice, research and current TNA models?

At the end of this training, delegates should be able to;

- ◆ Diagnose training needs for professionals;
- ◆ Describe challenges for TNA practice;
- ◆ Describe weaknesses in current TNA approaches;
- ◆ Describe/propose TNA procedures;
- ◆ Construct TNA instruments.

### Who Should Attend this Training?

Training Managers, Training Officers and Co-ordinators, Skills Development Managers and Facilitators, Training and Development Managers and Officers, Human Resources Managers and Officers, Generalists, Corporate Learning Institutions, Organisational Development Managers, Knowledge Managers, Performance Managers, Managing Directors

08:00 - 08:30: Early Morning Registration, Tea /Coffee

### Day 1: Training Needs Analysis Best practice and updates

How well your team is performing or productivity levels can indicate issues with your current training. Training plays an important role in increasing productivity, because it provides support for continuous innovation in the workforce. Thus, evaluating your training needs is vital to improve productivity. When you want to assess where training requires improvement, you want to provide a Training Needs Analysis (TNA). This structured process will help you gain key insights about your learners that you need to know to identify gaps in training, including their critical needs, specific goals and how your learners are motivated.

This day sessions will give you best practice guide on how to;

- ◆ Determine Required Skills and Knowledge With a Workplace Profile
- ◆ Confirm Compliance Needs
- ◆ Apply the Training Needs Analysis (TNA) process
- ◆ Better utilize the 70-20-10% TNA sourcing principle
- ◆ Align TNA with Strategic Business Plan and Strategic Workforce Plan
- ◆ Align TNA with other key HRM functions/processes
- ◆ Accurate source training needs
- ◆ Determine Strengths, Weaknesses, and Performance Gaps
- ◆ Source and evaluate the Data
- ◆ Fully comprehend and leverage on all the levels of TNA
- ◆ Provide Recommendations by Writing the TNA

### Day 2: Training Needs Analysis: now and the future

At the end of this day training delegates will be equipped with skills and attributes to be able to;

- \* *Build a culture of learning, one that rewards growth*
- \* *Offer expert advice to management about what training can and cannot achieve*
- \* *Focus on the future and process improvement*

*For over 50 years, the Training, Development and Education professional has been concerned with the importance of systematic procedures for TNA and the investigation of internal and external variables that influence or originate needs for training in work contexts. However, the scientific production in the area has yet to provide plausible answers to this and other important questions surrounding the topic*

*This day session will cover in detail the corresponding complimentary relation between the following key aspects of an SDF or training manager job, with a view towards a scientific results-oriented and growth encompassing model;*

- *TNA and Skills Auditing*
- *TNA and Workplace Skills Plans*
- *TNA and Annual Training Reports*

*End of training*

## Meet your facilitator



**Dr. Charles Cotter** is an independent, professional Learning, Training & Development Practitioner (LTD), specializing in management & leadership training, with over 15 years' industry experience in talent development. He was a contract lecturer at the Tshwane University of Technology (TUT), in Business Management & Human Resources Management & Development for over 11 years. He has also facilitated for the North West University School of Business Management; University of Pretoria Continuing Education; Southern Business School; TUT Business School & Ibadan Business School. Charles has a Master of Business Administration degree (cum laude), a B.A Honours degree (cum laude) in HRD & a B.A degree (Industrial Psychology). He is currently a registered Ph.D candidate. Charles was professionally registered as a Chartered HR Practitioner, Learning & Development specialist, at the SABPP. Charles is an Associate member & current Vice President of the Southern Africa Professional Trainers Association (SAPTA). In this role he has drafted the approved Code of Ethics & the Constitution. He is a registered constituent assessor with the SERVICES SETA in generic management/business practice. He is also an external marker for UNISA.



**REGISTRATION FORM - MKT**

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