

Diagnosis and Survey of Training Needs

General Objectives:

This Course aims to provide participants with Methods, Techniques and Instruments to diagnose training needs and prepare the Training Plan.

Specific Objectives:

At the end of this Course, participants will know:

- Identify the changes to be made;
- Define the objectives to be achieved;
- Identify the methodological steps of the Professional Training Diagnosis;
- Identify the method to be used;
- Know the advantages and disadvantages of the various techniques chosen;
- Create analysis tools.

Audience:

This Course is intended for all professionals involved and with responsibilities in terms of diagnosis and survey of training needs, of a team, area or Organization, namely: Managers and Directors of functional areas of the company; Intermediate and Direct Managers; Responsible for Teams; Staff and Technicians with responsibilities in Management and Human Resources and Training Technicians.

Duration:

18 Hours

Program Content:

Module I - The Organization, the Company and the Internal and External Environment

- The role of the Organization;
- Context of Change: what to change to obtain results;
- Definition of objectives to be achieved.

Module II - The Work

- Identify the tasks of the functions to be formed;
- Define the competencies essential to the performance of the function.

Module III - The Individual

- Knowledge and minimum requirements for the performance of the function;

- Knowledge requirements;
- Skills of the individual.

Module IV - Training

- Development Training;
- Adaptation Training.

Module V - Needs Diagnosis Methods and Techniques

- The Method:
 - Questionnaires;
 - Interviews;
 - Observations;
 - Tests;
 - Document Analysis;
 - Group dynamics.
- Advantages and disadvantages of the methods to be used;
- Creation of analysis tools.