



Government of Karnataka
Administrative Training Institute
Lalitha Mahal Road, Mysore-570011.

“Training Needs Analysis (TNA)”

(Sponsored by DoPT-GoI)

Dated : 07.05.2012 to 19.05.2012

Venue: Dr. A P J Abdul Kalam Hall

Course CO-ordinator
Shri. K. Iqbal Hussain
Consultant ATI, Mysore

Course Assistant
Chandra R.

Sessions :

09.00 am to 06.00 pm

11.30 am to 11.45 am Coffee/Tea Break

01.45 pm to 2.30 pm Lunch Break

03.30 pm to 3.45 pm Coffee/Tea Break

ROYAL HERITAGE WALK

- Tuesday On **08-05-2012** 06.00 am to 08.00 am
- Yoga everyday 6.30 am to 7.30 am
- Social Visit 12-05-2012 5.00pm to 8.00pm

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Course Style:

The Course is based on “experiential learning” and as such is not a “taught” course having classroom lectures. It has a series of practical learning activities – some simulated by the use of a case study and other actual field based situations.

Objective:

The objective of this course is to help participants to develop TNA Consultancy Skills so that they can assist client organization to improve performance through appropriate training and non-training recommendations.

Methodology

- Lecture cum Discussion
- Group Work
- Role Play
- Case Study
- Practical exercise
- Assignment
- Field Visit etc.,

Outcome:

- Learning how to conduct of TNA
 - a) Its concepts
 - b) Tools etc.,
- Will enhance their capability to function as a TNA Consultant.

**COURSE ON “TRAINING NEEDS ANALYSIS”
DAY-TO-DAY SCHEDULE**

DAY/DATE	SESSIONS	TOPIC/CONTENTS	RESOURCE PERSONS
WEEK – I			
Monday 07.05.2012	I	Registration Introductions Expectations	Course Coordinator.
	II	Key Note Address: Systematic Approach for Training - TNA	Dr. (Smt.) Amita Prasad, IAS Director General, ATI
	III to VII	Review Distance Learning The Sales Problem TNA Toolkit Evening study of case study – “Aravalli Hills Project”	Tutor & Team Work.
Tuesday 08.05.2012	I to VII	Recap – TNA Toolkit Presentation	Tutor & Team work 1. Chief Conservator of Forest 2. Project Manager 3. Field Project Officer 4. Leader Project.
		Aravalli Hills Project - Consultancy teams - Meet a client - Interview stake holders - Evening team preparation	
Wednesday 09.05.2012	I to VII	Aravalli Hills Project (Continued) - Data collection with a client and stakeholders - Analysis and diagnosis of data - Evening preparation for a feedback session with a client	Tutor & Team work 1. Chief Conservator of Forest 2. Project Manager 3. Field Project Officer 4. Leader Project.
Thursday 10.05.2012	I to VII	Aravalli Hills Project (Continued) - Feedback meeting with a client - Preparation of a Consultancy report - Evening preparation for PPT	Tutor & Team work 1. Chief Conservator of Forest 2. Project Manager 3. Field Project Officer 4. Leader Project.

Friday 11.05.2012	I to VII	<ul style="list-style-type: none"> - Presentation of a report to client and stakeholders. Review and feedback Forming teams for field consultancy Assignments. Briefing Field Visit for 4 Departments. Field Consultancy Assignments <ul style="list-style-type: none"> - Meeting a Client arrange ToR - Planning data collection - Interviews with stakeholders. - Evening team and individual preparation for meetings. 	Team Work 4 Departments -HoD & Tutors
Saturday 12.05.2012	I to VII	Field Visit – Concerned Department <ul style="list-style-type: none"> - (Second Saturday Holiday) 	Tutor & related departments
13.05.2012	Sunday Holiday		
WEEK II			
Monday 14.05.2012	I to VII	Recap – First week Field Consultancy Assignments (Continued) <ul style="list-style-type: none"> - Data collection – further meetings with stakeholders and client. - Analysis and diagnosis of data - Evening team planning 	Tutor & related departments Team Work
Tuesday 15.05.2012	I to VII	Field Consultancy Assignments (Continued) <ul style="list-style-type: none"> - Final meetings with the client and stakeholders 	Tutor & related departments Team Work
Wednesday 16.05.2012	I to IV	Field Consultancy Assignments (Continued) <ul style="list-style-type: none"> - Preparing TNA report - Preparing presentation - Evening team rehearsal of presentation 	Tutor & related departments Team Work
	V to VII	Individual TNA Consultancy Projects. <ul style="list-style-type: none"> - Briefing - Certification - Individual meetings with tutors. 	Tutors & Team Work

Thursday 17.05.2012	I to VII	Individual TNA Consultancy Projects. - Presentation of projects. - Field Consultancy Assignments PPT Preparation	Tutors Team Work
Friday 18.05.2012	I to IV	Field Consultancy Assignments : - Presentation of TNA Consultancy Report. - Feedback from client stakeholders and tutors.	Tutor & Team Work Related 4 Departments – HoD, Mysore.
	V to VI	Evaluation Valediction.	Course Coordinator Dr. (Smt.) Amita Prasad, I.A.S, Director General, ATI, Mysore.

(K. Iqbal Hussain)
Course Coordinator