Training Needs and Skills Gap Analysis

Venue: Block D1, The Learning Loft (Level 4)
Nanyang Polytechnic

Dates :
- **10 - 11 April 2019**

Duration : 9am to 5pm

Contact Us:
+65 6550 0066
joyce_lee@nyp.edu.sg
Website: www.nyp.edu.sg/nace

Key Benefits

This course will help participants understand the different stages of a Training Needs Analysis (TNA) as well as a Skills Gap Analysis. They will be able to learn how to communicate and engage with different stakeholders in order to conduct and design an appropriate gap analysis.

Topics include:
- Understand what is involved in a Training Needs Analysis (TNA)
- Be able to identify the skills and competencies required in job roles
- Recognise the relationship between TNA and Skills Gap Analysis
- Be able to identify the skills gaps and recommend appropriate learning and development action plans to close the gaps

Participants will learn what is involved in a TNA and be empowered to conduct a skills gap analysis in order to help companies enhance their capabilities.

Who should attend?
Supervisors, Managers, Coaches, Mentors and Trainers who aspire to conduct training needs and skills gap analysis, Earn and Learn (ELP) in charge, particularly from SMEs seeking to enhance organizational performance and improve training techniques.

What does the National Centre of Excellence for Workplace Learning (NACE) offer?

- *Customised solutions to develop your own in-house training systems*
- *Expertise to equip companies with the capability to train and develop employees*
- *Learning journeys to gain insights into good practices on Workplace Learning*

nace
National Centre of Excellence for Workplace Learning

Our Other Programmes

Effective Coaching for Workplace Trainers

- Identify roles and skills of an effective coach for workplace training
- Identify performance gaps and development needs
- Learn coaching methodologies and techniques for workplace learning
- Learn how to develop a coaching plan for workplace learning

Mentoring For The Workplace

- Understand the benefits of workplace mentorship and types of mentorships
- Understand how to identify and nurture talent through mentorships
- Develop communication skills for effective mentoring
- Learn how to Implement mentorship programmes / systems in the workplace

Workplace Learning Blueprint Development

- Understand and learn how to design and develop Workplace Learning Blueprints
- Learn how to develop comprehensive and effective OJT checklists
- Review and evaluate effectiveness of OJT programmes

Our Consultancy Services

NACE has developed our programmes and consultancy approach in collaboration with the Swiss Federal Institute for Vocational Education and Training (SFIVET), and the German Chamber of Industry & Commerce (IHK Akademie) We provide the following consulting services:

- Workplace Learning Blueprint Development for SMEs
- Skills Gap Analysis
- Workplace Learning System/ Structure Gap Analysis

NACE Training Calendar April – July 2019

Programmes	April	May	June	July
Effective Coaching for Workplace Trainers	4 – 5 Apr 2019	9 – 10 May 2019		18 – 19 Jul 2019
Training Needs and Skills Gap Analysis	10 – 11 Apr 2019			
Mentoring For The Workplace	11 – 12 Apr 2019	16 – 17 May 2019		25 – 26 Jul 2019
Workplace Learning Blueprint Development	25 – 26 Apr 2019	30 – 31 May 2019	27 – 28 Jun 2019	30 – 31 Jul 2019

Do look out for our upcoming programmes!

- **Workplace Learning for C Suites**
- **Train the Trainer for Workplace Learning**
- **Implementing and Sustaining a Workplace Learning System**

To register your interest, contact us at:

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