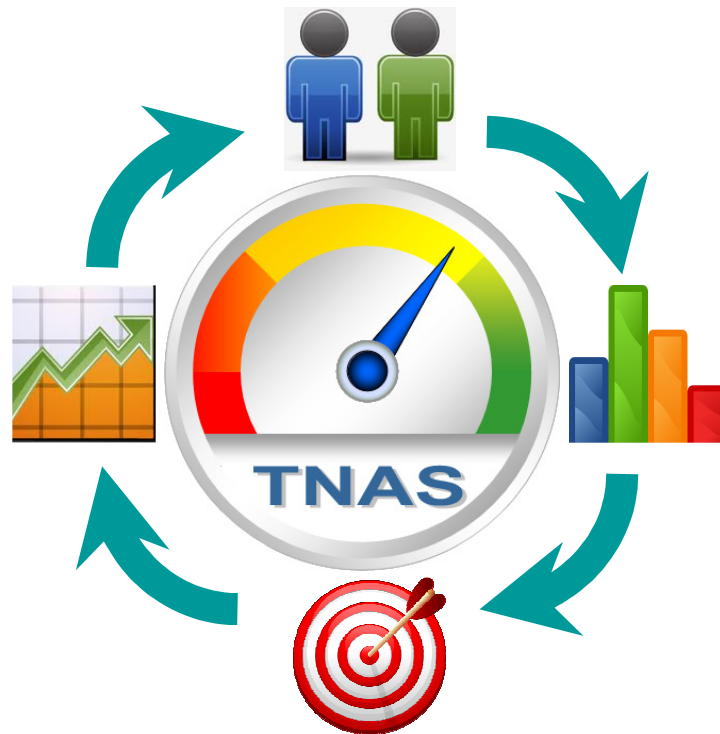


TNAS

Powerful TNA system to maximise the return on investment (ROI) of your training programme

Trainers
HR managers
Training Managers
Training Providers

Corporate
Business companies
Government departments



How to set up an effective training programme!
Accurate identification of whom needs training
and what training is needed

One Click



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The largest Provider of Train the Trainers in the Middle East

Alpha UK is ISO 9001:2008 Registered.
Certificate No.: M 8490

Training Needs Assessment System

How important it is to invest in training your work force?

Your company's human capital is one of its most valuable assets.

- How well qualified are your employees?
- What kind of training do they need?
- What training and development are required to face current and future challenges?
- How to maximise the return on investment (ROI) of your training programme?
- How to make sure that the training budget is not wasted!

Formal competency-based training programs are rarely implemented in the real world because the process required is both tedious and time-consuming.

The TNAS model is developed for effective training needs assessment. It is an efficient and easy way to assist HR professionals in the needed assessment.

One Click Solution

Alpha Training Needs Assessment system (TNAS) helps you identify what training you will need. The system produces a training needs chart that reflects the training programmes that you need and how much you need them.



Originality and Value

The TNAS result provides the basis for understanding training and competence development needs.

It indicates if there is a major competence gap that should be addressed immediately, or that the manager has demonstrated competence, but further development is required, or that the manager have demonstrated adequate competence.

Flexibility and Scalability

The TNAS system can be used by individuals or groups with or without your superior assessment.

The system can also be customised as you can define your own required skills or training areas as the basis for the assessment.

Three Types of Assessments

The TNAS system can be used in support of individuals or training managers who are looking to ensure training budgets are spent on appropriate training programmes. Three types of assessments can be performed:

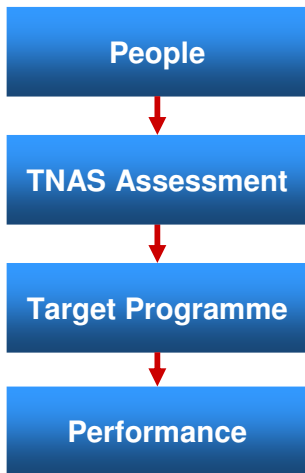
- Self Assessment
- Superior Assessment
- Self Assessment and Superior Assessment

The assessment can be supervised or unsupervised.

Competence Development Needs

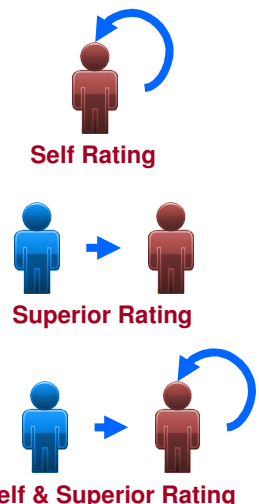
TNAS can be used in three levels of training needs assessment:

- Organisational assessment.
- Occupational assessment
- Individual assessment.



Accurate identification of whom needs training and what training is needed

Needed Courses	Self Rating	Superior Rating	Average Rating
Motivation	100%	80%	90%
Report Writing	100%	50%	75%
Emotional Intelligence	80%	60%	70%
Time Management	60%	80%	70%
Influencing Others	50%	80%	65%
Creative Thinking	80%	40%	60%
Personality Style	40%	80%	60%
Assertiveness Skills	30%	80%	55%
Goal Setting	60%	40%	50%





TNAS Model

TNAS model is based on two dimensions:

- “Importance” of the skill, knowledge or training area, and
- “Level” of the required skills and knowledge.

TNAS calculates the score from the input of these two dimensions. The results are based on predefined criteria. The user can change the criteria according to his/her organisation or department strategy.

The Rating Scales

The first dimension is the “Importance” of the skill, knowledge or the training area. TNAS defines Three Importance levels:

- Very important to my current job, or
- of some importance, or
- of little or no importance.

The Second dimension is the “Level” of the skill, knowledge or the training area. TNAS defines five levels as follows:

- Outstanding** – employee consistently completes task or performs function at a very high level with little or no assistance
- Very Good** – employee consistently complete task or perform functions in an above average manner with little or no assistance
- Satisfactory** – employee can complete task or perform function in a satisfactory manner with little or no assistance
- Need Improvement** – employee can complete task or perform function with considerable assistance
- Needs Significant Improvement** – employee is unable to complete task or perform function in a satisfactory manner even with assistance

Scoring and Results

Skills assessment results are mapped to training courses to provide a comprehensive overview of skills profile and training needs. Scores are presented with colour codes and charts for easy identification of training needs: The predefined colour coded criteria are as follows:

1 - 49	Adequate competence exists
50 - 69	Competence exists but further development required
70 - 100	Major competence gap and should be addressed immediately

Criteria to Suit your Needs

Scoring criteria can be changed to reflect the specific requirements of the organisation.

Informative Reports

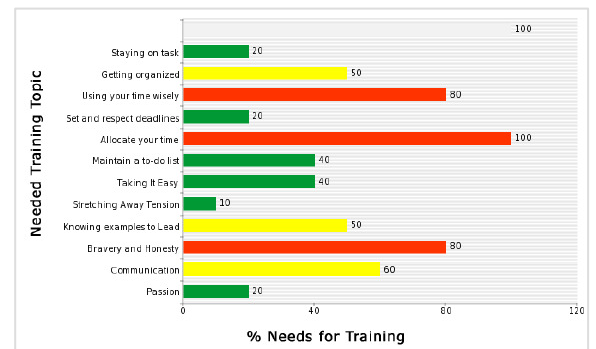
Once the rater finishes his / her rating he / she can generate the TNAS report by one click. Results include recommended training, the degree of need in percentage and charts.

Report is generated as pdf.



	Importance	Competence
Management and Leadership	A B C	1 2 3 4 5
1. Awareness Skills	A B C	1 2 3 4 5
2. Behaviour Styles	A B C	1 2 3 4 5
3. Creative Thinking	A B C	1 2 3 4 5
4. Health, Safety and Environment	A B C	1 2 3 4 5
5. Human Resource Management	A B C	1 2 3 4 5
6. Awareness Skills	A B C	1 2 3 4 5
7. Behaviour Styles	A B C	1 2 3 4 5
8. Creative Thinking	A B C	1 2 3 4 5
9. Health, Safety and Environment	A B C	1 2 3 4 5
10. Human Resource Management	A B C	1 2 3 4 5
Customer Services	A B C	1 2 3 4 5
11. Awareness Skills	A B C	1 2 3 4 5
12. Behaviour Styles	A B C	1 2 3 4 5
13. Creative Thinking	A B C	1 2 3 4 5
14. Health, Safety and Environment	A B C	1 2 3 4 5
15. Human Resource Management	A B C	1 2 3 4 5

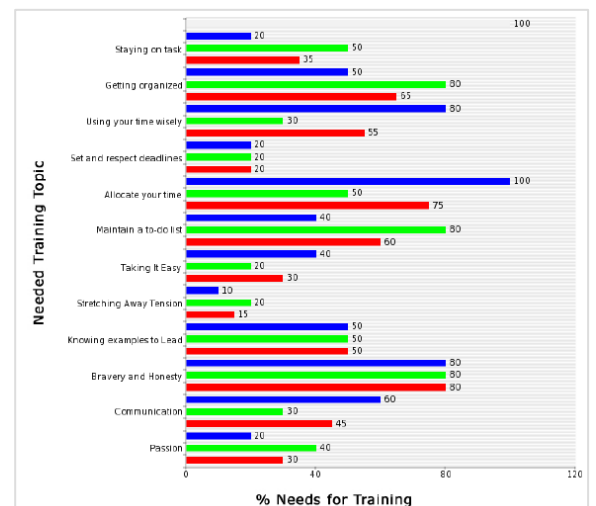
Dimensions of Importance & Competency Level



Self Rating



Superior Rating

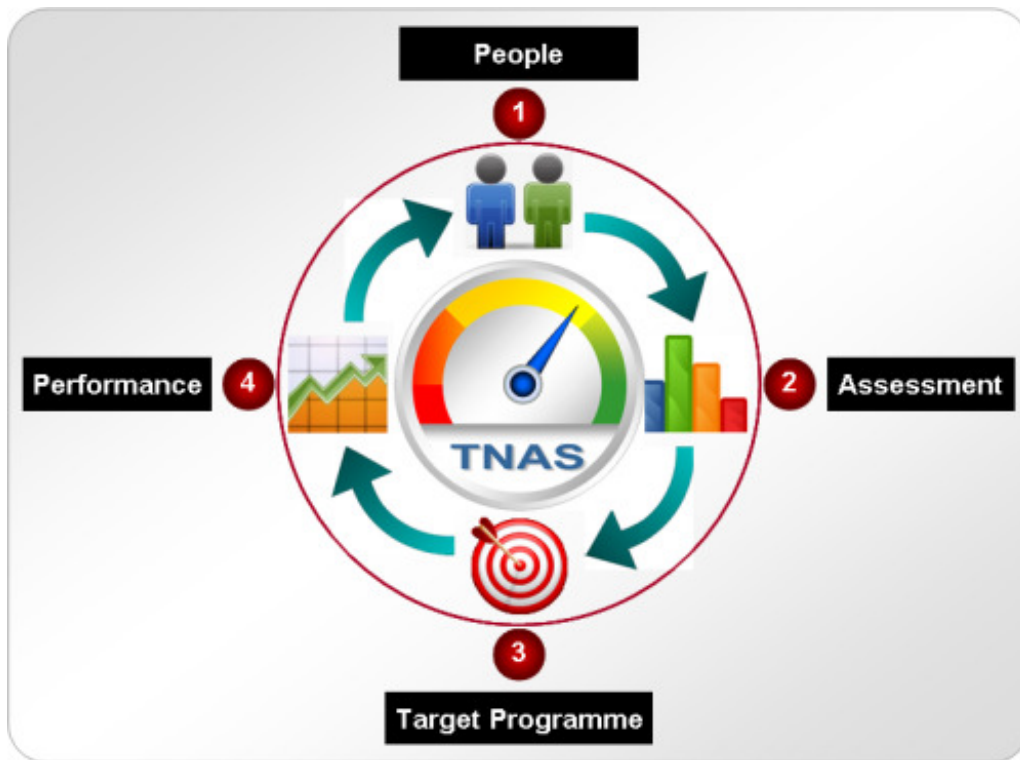


All Ratings

TNAS system produces a training needs chart that reflects the training programmes that you need and how much you need them

Innovative solutions from the largest provider of Train the Trainers in the Middle East

Competency-Based Training



TNAS maps training courses to competency needs



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