Group

Assessment 2: Project

# 

# Task 1

**A. Outline the benefits of Training Needs Analysis (TNA) to the individual and the organisation.**

**(10 Marks/ 500 Words)**

**B. Describe the stages in conducting an Effective TNA.**

**(5 Marks/ 300 Words)**

**C. Describe how to gather and analyse training needs data.**

**(5 Marks/ 350 Words)**

**Task 2**

**Undertake a Training Needs Analysis for a role of your choice within your chosen organisation.**

**A. Comprehensive Job Description**

**(7.5 Marks, n/a word count)**

| **Job Description** | |
| --- | --- |
| **Location:** |  |
| **Department:** |  |
| **Reporting to:** |  |
| **Job purpose:** |  |
| **Tasks:** |  |

**B. Detailed Role Analysis**

**(7.5 Marks, n/a word count)**

| **Role Analysis** | |
| --- | --- |
| **Qualifications:** |  |
| **Experience:** |  |
| **Areas of Expertise:** |  |
| **Other Qualities:** |  |

**C. Skills Audit**

**(7.5 Marks, n/a word count)**

| Job Role:  Report to: | | | | |
| --- | --- | --- | --- | --- |
|  | Exceeds  Expectation | Meets Expectation | Below Expectation | Priority for  Training: High,  Medium or Low |
| Knowledge | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Skills | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Attitude | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 

# D. From your analysis, devise a set of learning outcomes to address the skills gap(s) identified

# (7.5 Marks / 250 words)

# 

# **Task 3**

# **Select 3 of the Learning Outcomes you identified in the previous task and** c**omplete** item **A-C to form a Training Plan.**

# **Your plan should include the following elements: -**

# **A. Selected Mode(s) of Delivery** (Give the reasoning for each choice) (9 marks, 100 words)

# **B. Estimated Cost-Benefit Analysis (CBA)** (5 marks, n/a word count)

# **C. Scheme of Work** (9 marks, n/a word count)

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# Chosen Learning Outcome 1:

# A. Selected Mode of Delivery (Give the reasoning for your choice)

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# B. Estimated Cost-Benefit Analysis

# 

| **Item** | **Cost** |
| --- | --- |
| **Software/Hardware Cost:** \*Detail | **€/£** |
| **Development Time:** \*Detail | **€/£** |
| **Meeting, Review and Course**  **Evaluation Time:** \*Detail | **€/£** |
| **Lost Production Time:** \*Detail | **€/£** |
| **Total Costs** | **€/£ 00.00** |

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# C. Scheme of Work

| **Scheme of Work** | | | | |
| --- | --- | --- | --- | --- |
| **Course:** |  | | **Course Date:** | |
| **Instructor:** |  | | | |
| **Location:** |  | | | |
| **Day** | **Time** | **Topic** | **Aim** | **Assessment** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# Chosen Learning Outcome 2:

# A. Selected Mode of Delivery (Give the reasoning for your choice)

# 

# 

# **B. Estimated Cost-Benefit Analysis**

| **Item** | **Cost** |
| --- | --- |
| **Software/Hardware Cost:** | **€0** |
| **Development Time:** | **€0** |
| **Meeting, Review and Course Evaluation Time:** \*Detail | **€0** |
| **Lost Production Time:** | **€0** |
| **Total Cost** | **€00.00** |

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# C. Scheme of Work

| **Scheme of Work** | | | | |
| --- | --- | --- | --- | --- |
| **Course:** |  | | **Course Date:** | |
| **Instructor:** |  | | | |
| **Location:** |  | | | |
| **Day** | **Time** | **Topic** | **Aim** | **Assessment** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# Chosen Learning Outcome 3:

# A. Selected Mode of Delivery (Give the reasoning for your choice)

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# B. Estimated Cost-Benefit Analysis

# 

| **Item** | **Cost** |
| --- | --- |
| **Software/Hardware Cost:** \*Detail | **€/£** |
| **Development Time:** \*Detail | **€/£** |
| **Meeting, Review and Course**  **Evaluation Time:** \*Detail | **€/£** |
| **Lost Production Time:** \*Detail | **€/£** |
| **Total Costs** | **€/£ 00.00** |

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# C. Scheme of Work

| **Scheme of Work** | | | | |
| --- | --- | --- | --- | --- |
| **Course:** |  | | **Course Date:** | |
| **Instructor:** |  | | | |
| **Location:** |  | | | |
| **Day** | **Time** | **Topic** | **Aim** | **Assessment** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# Task 4

# Select 1 topic from one of your Scheme of Works to create a lesson plan and complete items A-C, your planned lesson must be at least 1 hour long;

# 

# A Lesson Plan

# (9 marks, n/a word count)

| **Lesson topic** |  | **Level of Topic** |  |
| --- | --- | --- | --- |
| **Suitable for** |  | **Number of participants** |  |
| **Duration** |  | **Author** |  |

| **Timing** | **Learning Objective** | **Content** | **Instruct or Activity** | **Resources Required** | **Learner Assessment** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# B. Proposed Training Aids (Give the reasoning for your choice)

# (9 marks, 100 words)

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# C. Proposed Assessment Methods

# (9 marks, 100 words)

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# Task 5

# Select one of the sessions you identified in the previous task and design the following training materials to meet the needs of the learners and the required learning outcomes.

# A. PowerPoint Presentation (or equivalent) (10 marks, n/a word count)

# B. Supporting Handouts (10 marks, n/a word count)

**These documents should be separate documents to your Assignment and Project**

**a. DCM Learning TNID 6N3325 – Slides – YOUR NAME.ppt**

**b. DCM Learning TNID 6N3325 – Handouts – YOUR NAME.doc**

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# 

# **Bibliography & References**