

### TRAINING NEEDS ANALYSIS

KaiZenHR Enterprise Training Needs Analysis supports competency based training where the gap between employee and job competencies are identified and linked to appropriate courses. Depending on the demand, these courses will be scheduled and employees automatically enrolled. HR has the flexibility to override the process of preparing the course calendar and enrolment while employees can change the course and date of enrolment.

The screenshot displays the 'Person Tna Records' window for Jonathan Francis Jeffers. It features three main data tables:

| Competency Code | Need Level | Ability Level | Gap | Course Code | Competency Description   | Course Name        |
|-----------------|------------|---------------|-----|-------------|--------------------------|--------------------|
| CRYSTAL7        | 6          | 4             | 2   | CRYSTAL8.5  | Using Crystal Report 7   | Crystal report 8.5 |
| CRYSTAL8        | 6          | 4             | 2   | CRYSTAL8.5  | Using Crystal Report 8   | Crystal report 8.5 |
| CRYSTAL8.5      | 6          | 4             | 2   | CRYSTAL8.5  | Using Crystal Report 8.5 | Crystal report 8.5 |

  

| Course Code   | Internal(Y/N) | Course Name                     | Proposed Date | Wish Date | Schedule Date | Compulsory | Gap |
|---------------|---------------|---------------------------------|---------------|-----------|---------------|------------|-----|
| CRYSTAL8.5    | N             | Crystal report 8.5              | 06/07/2002    |           | 06/07/2002    | N          |     |
| EXCEL ADVANCE | N             | EXCEL ADVANCE                   | 04/08/2002    |           | 04/08/2002    | N          |     |
| EXTERNAL      | Y             | TO BE DETERMINE EXTERNAL COURSE |               |           |               | N          |     |

  

| Competency Code | Need Level | Ability Level | Gap | Competency Description   | Competency Category | Competency L |
|-----------------|------------|---------------|-----|--------------------------|---------------------|--------------|
| CRYSTAL7        | 6          | 4             | 2   | Using Crystal Report 7   | COMPUTER            | COMPUTER L   |
| CRYSTAL8        | 6          | 4             | 2   | Using Crystal Report 8   | COMPUTER            | COMPUTER I   |
| CRYSTAL8.5      | 6          | 4             | 2   | Using Crystal Report 8.5 | COMPUTER            | COMPUTER I   |

Some key features of the module includes:

- Ability to define the **Compulsory Courses** for a person
- Identifying the courses which is suitable for the employee based on the **GAP** analysis
- **Matching of Courses** to the Competency Gaps of the Employees based on the Job Needed Level and Course Achieved Level
- Ability to **Waive** a person from attending a course due to special reasons
- Maintaining a **Training Course Mock-Up Schedule**
- **Auto-Nomination** of employee to courses based on the availability of the course scheduled by the Mock-Up Schedule
- Providing analysis on the **estimated cost** of training based on the generated plan
- Ability to allow user to indicate the dates for the person to attend a course planned for him
- **Validation** of the indicated date against the Proposed Training Dates
- Generation of the actual Training Course Schedule (**Training Calendar**)
- Generation for the actual Person Course Schedule (**Staff Training Plan**)