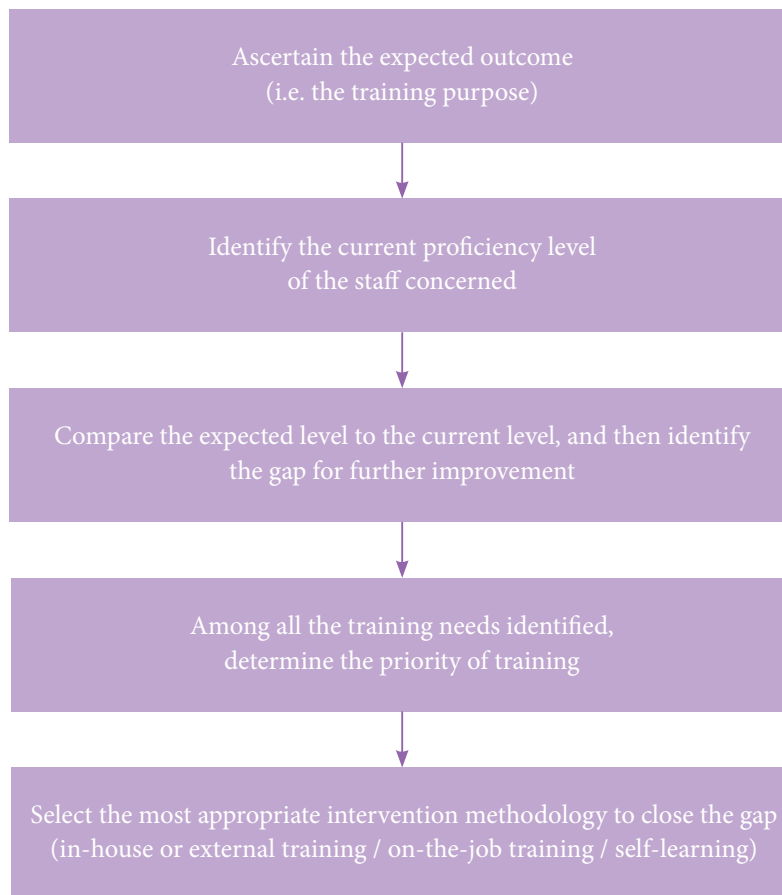


Appendix VI – Training needs analysis

1. Purpose of training needs analysis (TNA)

Prior to organising training and development activities, training needs analysis should be conducted to ensure that training focuses are correctly identified and employees' training and development issues could be appropriately addressed.

2. The steps to conduct a TNA



3. Training evaluation

If an external training course is the preferred and appropriate solution to address the training needs, care should be taken to evaluate the credibility of the training institutions or the trainers in order to select the most appropriate one.

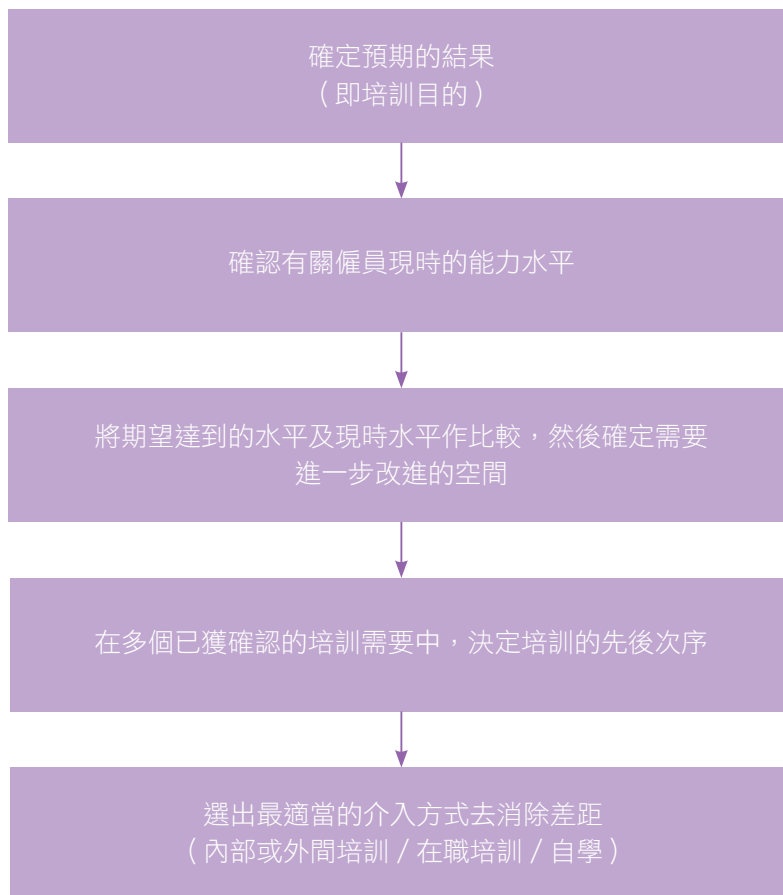
To measure the training effectiveness, training evaluation in the form of post-course assessment or survey could be conducted.

附錄六 – 培訓需要分析簡介

1. 培訓需要分析的目的

籌辦培訓及發展活動前，應進行培訓需要分析以確保找出正確的培訓焦點，及妥善解決僱員的培訓及發展問題。

2. 進行培訓需要分析的步驟



3. 培訓後檢討

如外間培訓課程是解決培訓需要最理想及適當的方法，便應小心評估培訓機構及培訓人員的信譽，以作最適當的選擇。

為量度培訓的效用，可以用課程後評估或調查的形式以評估培訓效能。