

# Training Needs Analysis

## For

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### About xxxxxxxxxxxx:

As pioneers in the supply of timber and steel to the xxxxxxxxxxxx market, family owned company xxxxxxxxxxxx remains at the forefront of trade and industry, not only in Bahrain but also throughout the region. With a wealth of trading history spanning over a century, AKAG continuously strives to innovate, diversify and meet the changing demands and challenges of modern day markets.

Having a firm foundation in building and construction materials, xxxxxxxx boasts an extensive product portfolio as the basis for its core activity. As one of Bahrain's leading trading houses, AKAG is a major stockist of key building materials catering to every requirement of the construction industry, including products like steel reinforcement bars, fencing, roofing, plywood, gypsum boards, timber, paints, structural steel, geotextiles, plastering accessories, manhole covers, scaffolding and galvanised sheets, etc.

The Group's innate awareness and adaptability to changing needs in the industry practices has led the company to diversify into other areas, such as the manufacture of building products, portable office systems, shipping and logistics, sports and leisure equipment as well as real estate and investment, thanks to a strong and aggressive sales and marketing team.

The reputation for excellence and the strong commitment to Bahrain and the region have made xxxxxxxxxxxx a partner of choice for both regional businesses and international conglomerates. The company continues to seek new potential areas for investment in Bahrain and in its own humble way contributes to the economy and wellbeing of the nation by creating more job opportunities for the local population to support the much needed fillip to the 'xxxxxxxxx' drive. Through the induction and involvement of the dynamic younger family members into the business, the company is now re-directing its efforts towards exploring new frontiers such as seeking innovative product solutions and state-of-the-art technologies, combined with an environmentally friendly disposition. The company has over the years entered into various joint ventures and marketing representations in the region, and owes its growth to the untiring efforts

of its multicultural workforce, thanks to the direct endorsement of the group's commitment as an equal opportunity employer.

Both as a family owned business and an international partner, AKAG is continuously looking for investment opportunities and seeks global partners backed by technology and expertise who can offer added value and contribute positively to the Bahrain economy. The group takes immense pride in its commitment to overall growth.

### **Training Needs Analysis Objectives**

A training Needs analysis addressed for xxxxxxxx was done to set their career training goals.

Potential Objectives might include:

- To identify areas of particular strength or weakness in the HR Dept.
- To develop plan to build on strength and reduce weaknesses i.e. improve performance.
- To enable priorities for action to be established
- To plan the most effective development of limited resources, for instance, to ensure cost effectiveness and value for money.
- To provide a basis for integrating training into the business by getting line management involvement and commitment.
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The analysis includes:

- The Organization and its goals and objectives.
- Jobs and related tasks that need to be learned.
- Competencies and skills that are need to perform the job.
- Individuals who are to be trained.

Therefore, the aim of TNA analysis is to find the expressed needs of training at work from the staff themselves along with cooperation of Management through the following :-

- I. Collecting the training needs directly from end-users
- II. Collect the training needs from the Supervisors / Manager
- III. Designing of suitable training topics for enhancing professional development
- IV. Understanding the desirable learning practice of end-users
- V. Develop Tailored programs which facilitate participation to develop their skills and these tailored programs will be developed according to the competencies analysis and Learners gap analysis.

**The Scope of work among xxxxxxx- CPP , xxxxxxxl for Training & Development and xxxxxxx**

xxxxxxxxxxas semi- governmental entity and through their scope of work to support Bahraini staff and Bahraini companies to become the first choice for both employers and Business environmental along with all the integrated factors suitability as kingdom of Bahrain

While xxxxxxxx are the beneficiary from the services provided by TAMKEEN and they appeared their tendency to train and upgrade skills, attitudes and the knowledge as well as their salaries through CPP - TAMKEEN scheme and they preferred Al-Badeel for Training & Development to provide them the requested services

xxxxxxx for Training & development is registered training service provider in Bahrain - Ministry of Trade and supervised by Ministry of Labor and as well as their known experiences in this field since long years, they requested to execute the Training Needs Analysis for the selected staff By xxxxxxxx Employer / Management to have the service sponsored by xxxxxxxx

**The Selected Employees were as the following**

#	Learner Name	Position	Majority Of Duties
		C h a r m i n Secretary	<ul style="list-style-type: none"> <li>➤ Provides a list of the key tasks, activities and responsibilities associated with the secretarial job</li> <li>➤ Supervise Secretarial Dept.</li> </ul>
		Secretary & HR Ass	<ul style="list-style-type: none"> <li>➤ Arrange, coordinate and organize meetings, appointments, roundtable discussions, workshops, visits and conference</li> <li>➤ Assist in the correspondence, application, registration, fee collection and accounts tracking for the events &amp; programmes</li> <li>➤ Data entry</li> <li>➤ Forwarding the necessary information to HR manager</li> </ul>





## VII.Results

Staff Competencies which represented through the investigation and TNA conducted by Al Badeel as were mainly as following

Department	Occupation	Key Skills Gap Required	Priority Ranking	#staff be Trained
HR	HR & HR Assistant	1. English Course 2. Certified HRM 3. Training & Development 4. Organizational Effectiveness 5- Work ethics 6- Recruitment & Selection 7 . E x e c u t i v e Secretarial And Office Management	High High High High Mid Mid Mid	2
Secretary	Receptionist	1. Work ethics 2. Energize Yourself For Career Motivation And Success 3. English Speaking Course 4. MS Office course 5- B o d y L a n g u a g e a n d Communication Skills	High High High Mid	1

### The approved TNA final report as per the beneficiary needs and requirements

Beneficiary Name	Suggested Courses	Hrs	Fees	Related Hours
	English Course	54		Induction Program = 4  Pre- Test = 2 Progress Test = 2 Final Test =2 <b>=10</b>
	HRM	60		
	T r a i n i n g & Development	18		
	O r g a n i z a t i o n a l Effectiveness	18		
	R e c r u i t m e n t & Selection	18		
	Work ethics	18		

Executive Secretarial And Office Management	18	
Total Hours 204 + 10 = 216 hrs		

<b>Beneficiary Name</b>	<b>Suggested Courses</b>	<b>Hrs</b>	<b>Fees</b>	<b>Related Hours</b>
	English Speaking Course	18		Induction Program = 4  Pre- Test = 2 Progress Test = 2 Final Test = 2 <b>=10</b>
	Work ethics	18		
	Energize Yourself For Career Motivation And Success	20		
	MS Office course	36		
	Body Language and Communication Skills	10		
	Total Hours 102 + 10 = 112 hrs			