

# Training Needs and Skills Gap Analysis

**Focus on the right areas for training and development!**  
**Drive workplace learning to achieve organisational performance objectives!**

## National Centre of Excellence for Workplace Learning

Nanyang Polytechnic Block D1, Level 4  
180 Ang Mo Kio Avenue 8 Singapore (569830)

### Duration: 9 am – 5 pm (Two-day programme)

- 12 – 13 Jul 2021
- 13 – 14 Sep 2021
- 18 – 19 Nov 2021
- 11 – 12 Aug 2021
- 7 – 8 Oct 2021
- 13 – 14 Dec 2021

Total Programme Fee (inclusive of prevailing GST):	\$1273.30
Singapore Permanent Resident (After 70% subsidy):	\$381.99
Singapore Citizen < 40 years old (After 70% subsidy):	\$381.99
Singapore Citizen ≥ 40 years old (After 90% subsidy):	\$143.99
Singapore Citizen & PR under SME (After 90% subsidy):	\$143.99

### ► Key benefits from attending the programme

This training programme will help learners understand the different stages of a Training Needs Analysis (TNA) as well as a Skills Gap Analysis. Conducting a TNA helps organisations focus on the right areas to train and prioritise training efforts; a TNA will hone in on what skills are needed for different job roles, evaluate the skills of current employees and highlight the skills gaps that need to be supported with learning and development. This helps align training efforts with key organisational performance objectives.

### Learning Outcomes

- Understand the elements involved in a Training Needs Analysis (TNA)
- Aligns training with organisational performance objectives
- Identify the skills and competencies required in job roles using Skills Framework and other recognised skills frameworks to all stakeholders
- Provide advise on possible learning plans and solutions to be implemented
- Develop training and non-training recommendations
- Conduct TNA and skills gap analysis
- Assess critical performance gaps



### Who should attend?

Managers, Supervisors, Team Leaders, Trainers, Coaches, Mentors and Programme Managers involved in Work-Study Programmes who aspire to conduct training needs and skills gap analysis, seeking to enhance organisational performance and improve training techniques.

Given safety concerns arising from the COVID-19 situation, all training programmes are currently scheduled to be held virtually, in a **synchronised e-learning mode**. This may be subject to changes (to classroom-based training with social distance) based on guidelines from SkillsFuture Singapore and we will keep you informed on our website.

The health and well-being of our learners are our top priority. This principle has guided all our decisions as we continue to respond to the current outbreak.



### Contact NACE:

-  6550 0066
-  [nace@nyp.edu.sg](mailto:nace@nyp.edu.sg)
-  [www.nace.edu.sg](http://www.nace.edu.sg)

## Other NACE Programmes

### Workplace Learning Blueprint Development

- A two-day programme to build skills to develop OJT blueprints for different types of job roles using Skills Framework
- Incorporate the needs of different stakeholders when developing OJT blueprints and make appropriate adjustments
- Assess OJT blueprints against identified competencies

### Effective Coaching for Workplace Trainers

- Develop a workplace coaching plan
- Identify objectives of workplace coaching to suit different types of employees
- Conduct coaching using different coaching approaches, demonstrating effective communication and feedback techniques

### Mentoring for the Workplace

- Understand the benefits and challenges of workplace mentoring
- Use appropriate types and models of mentoring and deploy the different mentoring tools
- Conduct the different phases of the mentoring process – Preparation, Negotiation, Enabling and Closing

## Consultancy Services

NACE has developed our programmes and consultancy approach in collaboration with the Swiss Federal Institute for Vocational Education and Training (SFIVET), and the German Chamber of Industry & Commerce (IHK Akademie).

NACE provides the following Workplace Learning consulting services:

- **OJT Blueprint Development**
- **Skills Gap Analysis**
- **Implementing Workplace Learning**

Funding is available for companies that want to embark on Workplace Learning consultancy services provided by NACE.

## NACE Training Calendar July – December 2021

Programmes	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021
Workplace Learning Blueprint Development	5 – 6	2 – 3	8 – 9	4 – 5	1 – 2	6 – 7
Training Needs and Skills Gap Analysis	12 – 13	11 – 12	13 – 14	7 – 8	18 – 19	13 – 14
Effective Coaching for Workplace Trainers	21 – 22	16 – 17	20 – 21	11 – 12	15 – 16	20 – 21
Mentoring for the Workplace	28 – 29	25 – 26	22 – 23	20 – 21	17 – 18	1 – 2

### What does the National Centre of Excellence for Workplace Learning (NACE) offer?

- *Public and in-house training programmes on workplace learning*
- *Customised solutions to develop in-house workplace learning capabilities*
- *Learning journeys to gain insights into good practices on workplace learning*
- *National Workplace Learning Certification to recognise organisations with strong workplace learning culture*

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