

ADVISOR Enterprise Reports

Training Planning System



	Executives Division Heads	CLO Training VP/Managers	Instructional Designers Performance Consultants	Line Managers Supervisors
Planning	<ul style="list-style-type: none"> ➤ What interventions are needed to meet goals? ➤ Which training programs should be funded? ➤ Which interventions should be funded? ➤ How much money & resources are needed for various training programs – including those dictated by law (compliance training)? ➤ How much money & resources are needed for each intervention? ➤ Can training programs be delivered more efficiently? ➤ What is the cost of training new staff or developing specific skills/competencies? ➤ What is the impact of changes to policies, tools, ... on training/interventions? 	<ul style="list-style-type: none"> ➤ Which courses should be offered? ➤ Are there duplications/redundancies? ➤ How much money/resources should be allocated to each training unit? ➤ Which training units/developers/instructors/support staff are most efficient (center of excellence) and why? ➤ Which vendors are most efficient and why? ➤ Are we operating at full capacity – i.e., can we train more people? ➤ How much should clients be charged for training? 		<ul style="list-style-type: none"> ➤ What interventions are needed to meet goals? ➤ Which training programs should be funded? ➤ How much money is needed for various training programs – including those dictated by law (compliance training)? ➤ What is the impact of training and interventions?

	Executives Division Heads	CLO Training VP/Managers	Instructional Designers Performance Consultants	Line Managers Supervisors
Analysis/Design			<ul style="list-style-type: none"> ➤ How do training programs support unit/organizational goals? ➤ How do tasks performed by various groups support organization goals? ➤ What are the primary learning objectives? ➤ What is the most effective blend of delivery options? ➤ Can training be developed & delivered more efficiently – i.e. availability of off-the-shelf courses, use of external resources? 	
Evaluation	<ul style="list-style-type: none"> ➤ What was the impact of various training programs & interventions, what worked/didn't, & why? ➤ What was the ROI of various training programs & interventions? 	<ul style="list-style-type: none"> ➤ How much of the planned training was delivered? ➤ How much did it cost to develop, deliver & support various training programs, & how it compares with forecasts? 		<ul style="list-style-type: none"> ➤ What was the impact of various training programs, what worked/didn't, & why?
Validation	<ul style="list-style-type: none"> ➤ How do we compare to competitors/others? 	<ul style="list-style-type: none"> ➤ How do we compare to colleagues/competitors? 		<ul style="list-style-type: none"> ➤ How do we compare to others?