

Identify Training Creep Report

for Recommended Delivery Option

Identifies Training Activities with minimal or no value by mapping the Learning Objectives in each course to the KSAs, Objectives and Tasks requirements of the Target Audience (Job/Position).

Period: Jan 1, 2017 to Dec 31, 2017
 Prepared by: BNH Director
 Date: September 2017

Course Title	Reference Code	# of Trainees	Client	Target Audience	Group Title	Frequency	Delivery Media	Length (hrs)	Alignment
Decisiveness	L01	100	ABC Corp	Online Managers	Knowledge	16	CBT	14	High
Conflict Resolution	L02	50	ABC Corp	Online Managers	Knowledge	8	ILT	4	Medium
Leveraging Diversity	L06	40	ABC Corp	Online Managers	Knowledge	6	ILT	4	Low
Team Building	L08	20	ABC Corp	Online Managers	Knowledge	3	ILT	6	Low
Change Management	G04	35	ABC Corp	Online Managers	Knowledge	5	ILT	4	Low
Total		245						32	

Decisiveness

Learning Objective	Length	Knowledge/Skills	Performance Objective	Tasks	Job Title
Decisiveness overview	1				Online Managers
Describe key elements of a goal	1	Describe key elements of a goal	Set Goals	Set Goals	Online Managers
Validate the viability of goals	1	Validate the viability of goals	Set Goals	Set Goals	Online Managers
Write clear and concise goals	1.5	Write clear and concise goals	Set Goals	Set Goals	Online Managers
Implement incentive system	1	Implement incentive system	Motivate Employees	Motivate Employees	Online Managers
Measure employees engagement	1	Measure employees engagement	Motivate Employees	Motivate Employees	Online Managers
Write clear and concise core values	1	Write clear and concise core values	Affirm Values	Affirm Values	Online Managers
Communicate importance of core values	1	Communicate importance of core values	Affirm Values	Affirm Values	Online Managers
Select appropriate venue for prioritizing goals	1	Select appropriate venue for prioritizing goals	Prioritize Goals	Prioritize Goals	Online Managers
Prioritize goals	1	Prioritize goals	Prioritize Goals	Prioritize Goals	Online Managers
Implement design	0.5	Implement design	Design Processes	Design Processes	Online Managers
Describe various implementation procedures	0.25	Describe various implementation procedures	Set Course of Action	Set Course of Action	Online Managers
Select appropriate implementation procedure	0.25	Select appropriate implementation procedure	Set Course of Action	Set Course of Action	Online Managers
Implement procedures	0.5	Implement procedures	Set Course of Action	Set Course of Action	Online Managers
Describe key steps in project management	0.25				Online Managers
Develop project management plan	0.5				Online Managers
Monitor progress	0.25				Online Managers
Describe various conflict resolution procedures	0.25	Describe various conflict resolution procedures	Resolve Conflicts	Resolve Conflicts	Online Managers
Select appropriate procedures	0.25	Select appropriate procedures	Resolve Conflicts	Resolve Conflicts	Online Managers
Implement conflict resolution procedures	0.25	Implement conflict resolution procedures	Resolve Conflicts	Resolve Conflicts	Online Managers
Validate outcomes	0.25	Validate outcomes	Resolve Conflicts	Resolve Conflicts	Online Managers

Learning Objectives that do not support a specific KSA, Objective, Task or Job may not be required - i.e., add value.

Conflict Resolution

Learning Objective	Length	Knowledge/Skills	Performance Objective	Tasks	Job Title
Conflict Resolution overview	1				Online Managers
Describe various implementation procedures	0.25	Describe various implementation procedures	Set Course of Action	Set Course of Action	Online Managers
Select appropriate implementation procedure	0.25	Select appropriate implementation procedure	Set Course of Action	Set Course of Action	Online Managers
Implement procedures	0.5	Implement procedures	Set Course of Action	Set Course of Action	Online Managers
Describe key steps in project management	0.25				Online Managers
Develop project management plan	0.5				Online Managers
Monitor progress	0.25				Online Managers
Describe various conflict resolution procedures	0.25	Describe various conflict resolution procedures	Resolve Conflicts	Resolve Conflicts	Online Managers
Select appropriate procedures	0.25	Select appropriate procedures	Resolve Conflicts	Resolve Conflicts	Online Managers
Implement conflict resolution procedures	0.25	Implement conflict resolution procedures	Resolve Conflicts	Resolve Conflicts	Online Managers
Validate outcomes	0.25	Validate outcomes	Resolve Conflicts	Resolve Conflicts	Online Managers

Leveraging Diversity

Learning Objective	Length	Knowledge/Skills	Performance Objective	Tasks	Job Title
Leveraging Diversity Overview	4				Online Managers

Team Building

Learning Objective	Length	Knowledge/Skills	Performance Objective	Tasks	Job Title
Team Building Overview	6				Online Managers

Change Management

Learning Objective	Length	Knowledge/Skills	Performance Objective	Tasks	Job Title
Change Management Overview	4				Online Managers

Learning Objectives that do not support a specific KSA, Objective or Task may not be required by the Job - i.e., add value.