

# Training Budget And Acceptance



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As A Training And Development Manager, You Are Responsible For Developing :

- Training Budget
- Demonstrate To Senior Management Good Return On Investment (ROI) For Your Company.
- To Prove That The Company Has A Good ROI,



You Need To Show:

The Link Between Employees' Educational Proficiency  
And Corporate Earnings.

# How To Win Support For Your Budget



## Start By:

- Outlining The Total Cost Of The Training Program
- Assessing The Potential Benefits To Your Organization.
- The Budget Must Fund Training That Is Both In Line With Your Organization's Requirements And Adequate For Your Employees' Needs.
- Next, Assess How Many People Need The Training
- Type Of Training That Would Benefit Them.



# How To Win Support For Your Budget



After You Complete The Needs Assessment, It's A Good Idea To Compare Several Implementation Plans And To Determine The Most Cost-effective Plan.

Finally, Develop Your Budget. By Using An ROI Approach To Develop Your Training Budget, And By Comparing Various Scenarios To Determine The Most Cost-efficient Method Of Delivering A Training Program, You Are More Likely To Win The Support Necessary To Implement Your Program.



# Training Budget

Organization:

Year:

Department:

Submitted by:

Annual training allotment:

1Q Budget:

3Q Budget:

Total Budget:

2Q Budget:

4Q Budget:

## 1st Quarter Training Budget

Line	Item	Description/Justification	Qty.	Unit Cost/Rate	Total
1	Courseware development				\$0
2	Courseware purchase				0
3	Certification				0
4	Train-the-trainer				0
5	Hardware purchase				0
6	Facility rental				0
7	Instructional materials				0
8	Technical equipment				0
9	Consulting fees				0
10	Instructor fees				0
11	Content acquisition				0
12	Travel				0
13	Per diem				0
14					0

**Grand Total** **\$0**

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# Approve Your Training Plan



**To get financing and approval for your plan you must do the following:**

1. Have a presentation ready to demonstrate easy understanding of your plan, this include:
  - Clear budget
  - Strengths of ownership
  - Return on investment
  - Launch schedule
  - Who to train or develop
  - What to train or develop





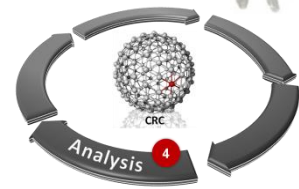
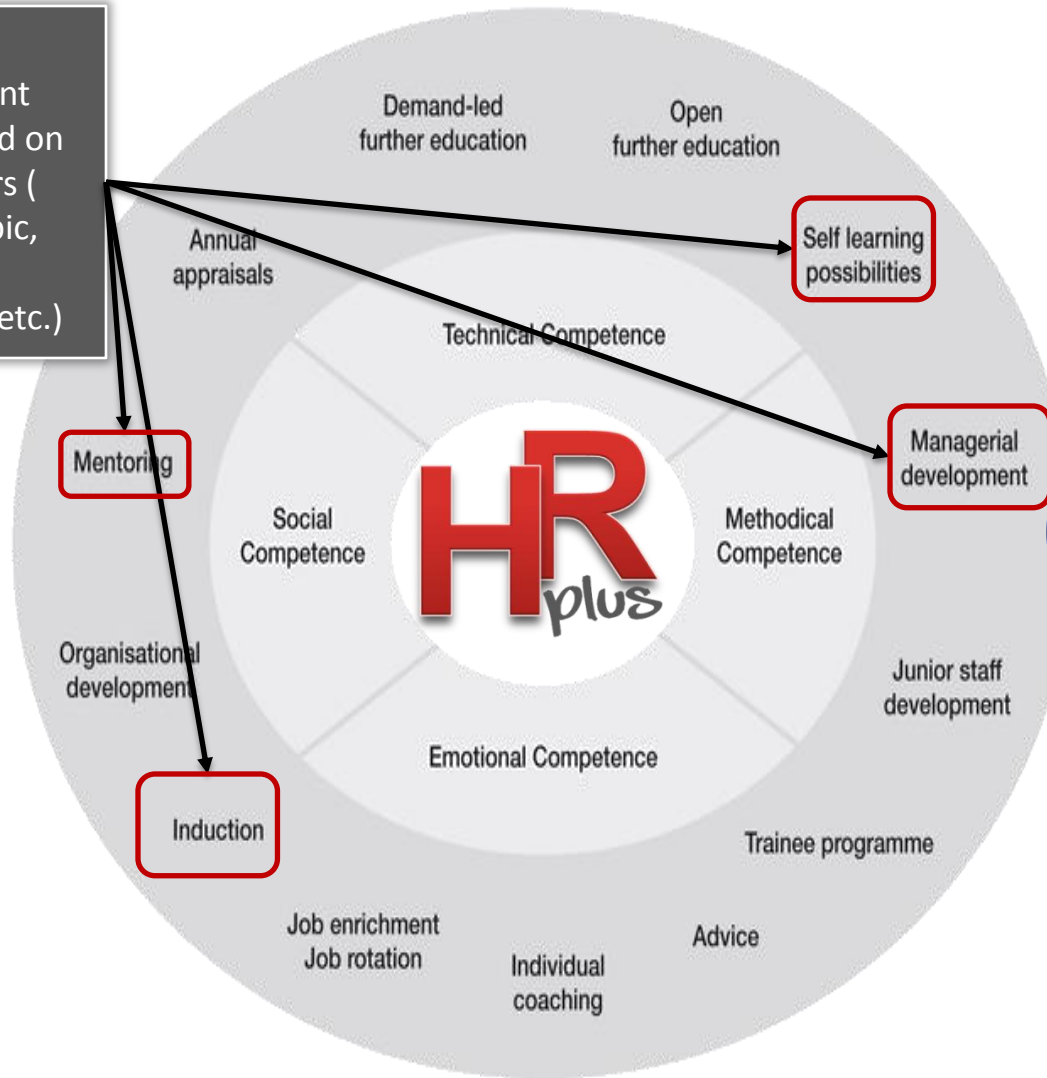
## 2. Have Answers Ready For The Questions To Be Asked

- Know your budget
- Know your assessments cost
- Know your training and development segments and areas
- Have numbers to support your investment
  - Last year
  - Other companies
  - Competitors
  - Case studies
  - Type of hardware needed, etc.....



# Training & Development Strategy

Selecting development strategy based on many factors (Subject, Topic, Position, Availability... etc.)



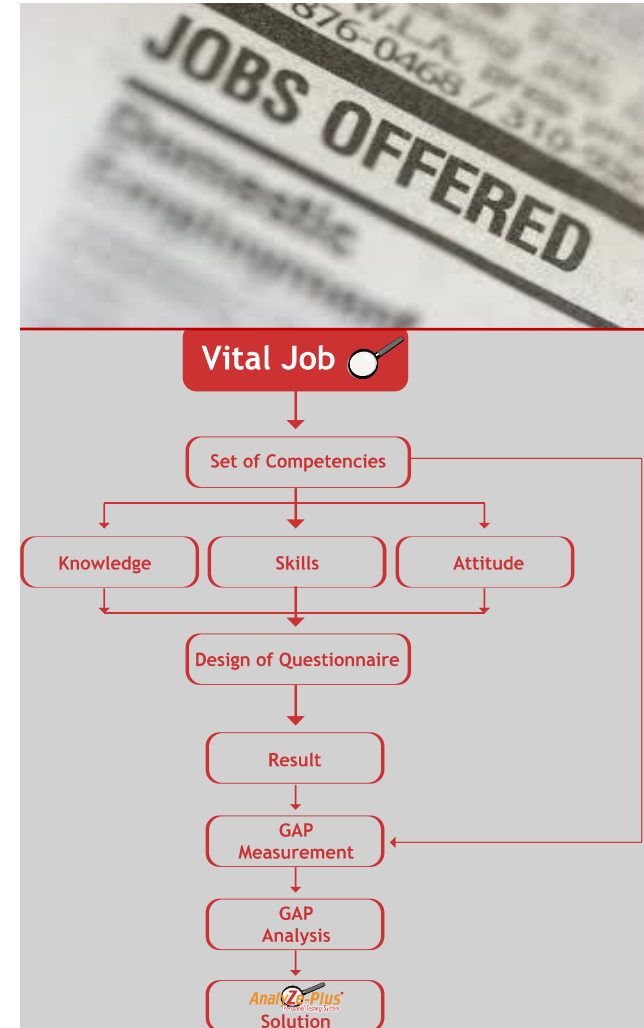
**Development Programs will be to develop:**

- Technical
- Methodical
- Social
- Emotional Competence.

# Deferent Positions, Deferent Training Proposes



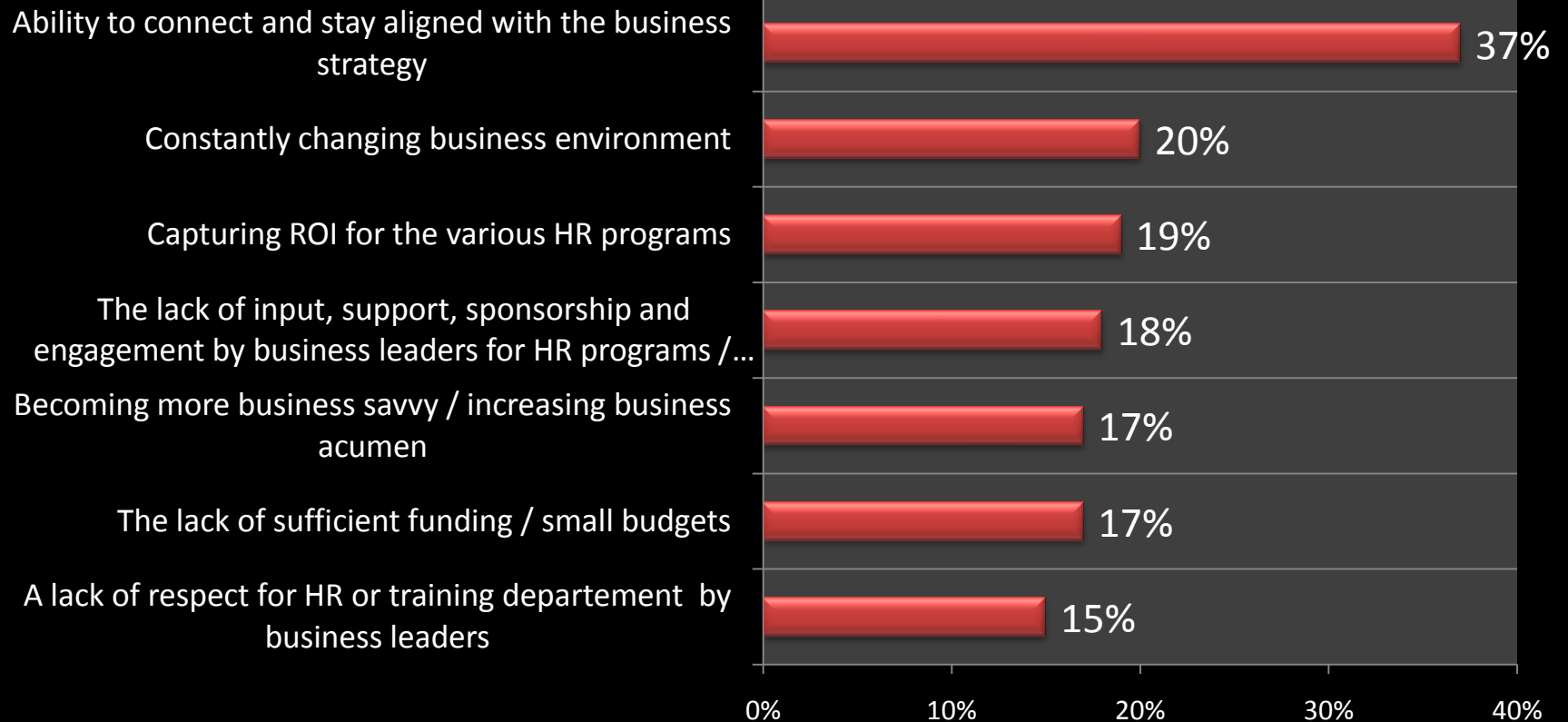
- Executives level
- Top management recruiting
- Middle management
- Supervisors
- Team leaders
- Employee, according to vital job and position
- New recruits job matching
- New positions orientation, induction programs



# Training Needs Performance Appraisals?



The **Top** Challenge of HR Professionals Today



# Methodology



## Inaugurated Technique

What are the key performance objectives (KPO)?

What are the core competencies needed to reach KPO?



What are the vital job requirements VS. the people responsibilities?



What courses needed to boost Performance & reach KPO?

What are the current capabilities to achieve vital job competencies?

# What Is Career Path?



**A sequence of job positions involving similar types of work and skills that employees move through in the company**



# Career Path Patterns

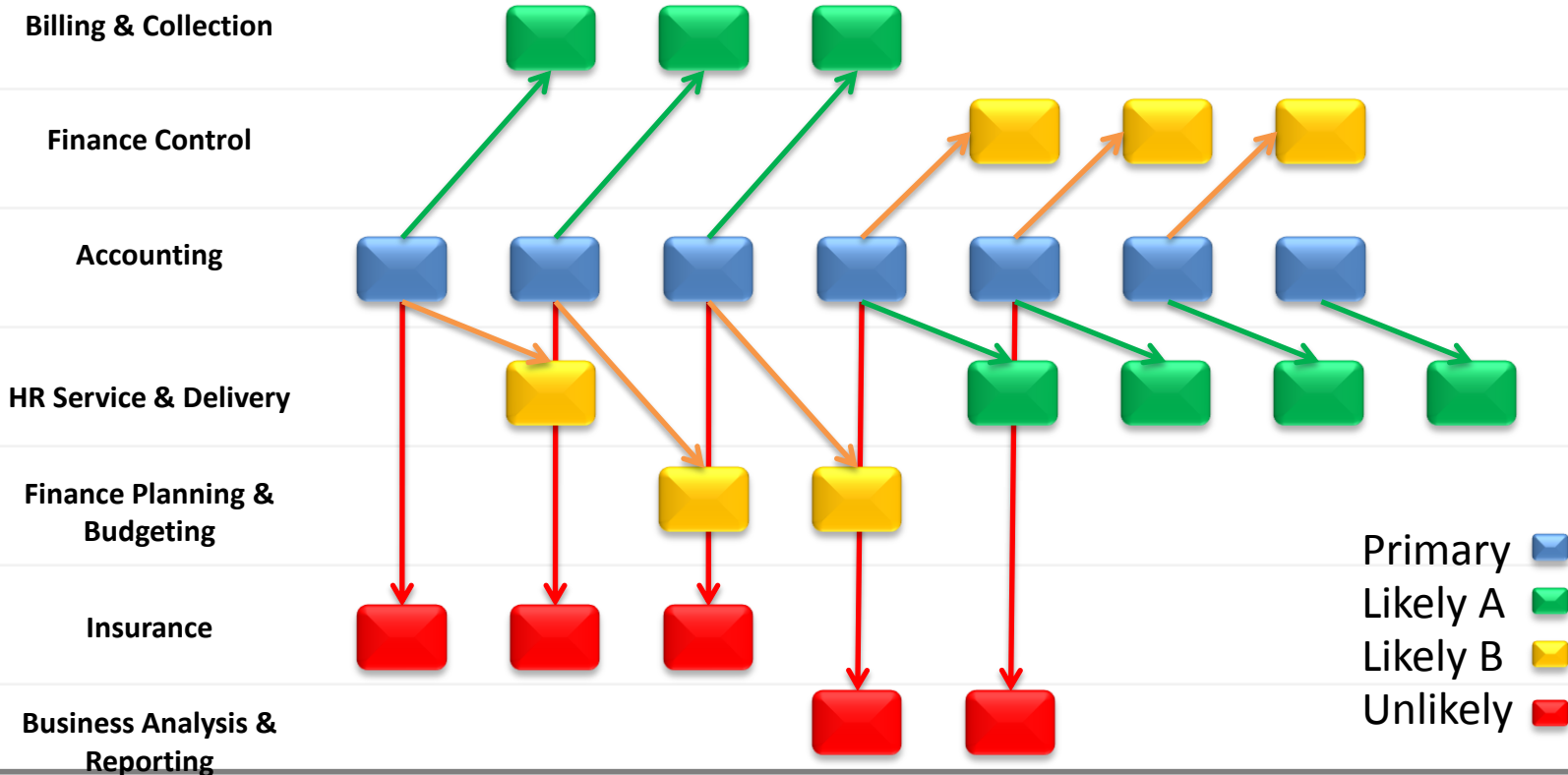


**Before**

Vertical career path  
*(one-way-career-system)*

**Nowadays**

Horizontal career path  
or combined with  
vertical arrangements  
*(Dual-career-system)*



# Budget While Solution In Mind



## Assess

- Core competencies
- Job Proficiency
- Employee engagement
- Culture & environment
- Vital customer feedback



## Conclude

- Soft skills training needs
- Job proficiency training needs
- Product knowledge training needs
- Leadership training needs
- Management training needs
- On the job coaching program needs
- Vital job core competencies below average needs

## Solution

- Training courses
- Training topics
- Suggested training companies, local and international
- Coaching topics & techniques
- On the job coaching programs & topics
- Areas of improvements per each individual
- Areas of improvement per vital job
- Scholarship and education study areas

# Comprehensive Training Analysis



## General Talent Training Needs

John:

Mike:

Ali:

- Attention and speed
- Flexibility and speed
- Wordy Equations Math processing
- Go/No-Go Processing
- Word Response Processing speed
- Digit Span Short-term memory
- Pattern Recognition Visual memory
- Reverse Memory Span Working memory



# Specific Training Analysis



## Job Talent Training Needs

**Mike:**

- Equation of Math (Basics of Math)
- Job Enthusiasm
- Self Motivation
- Communication Skills
- Discipline
- Positive Thinking
- Decision Making
- Data Reasoning
- Leadership Skills
- Teamwork
- Objective Setting



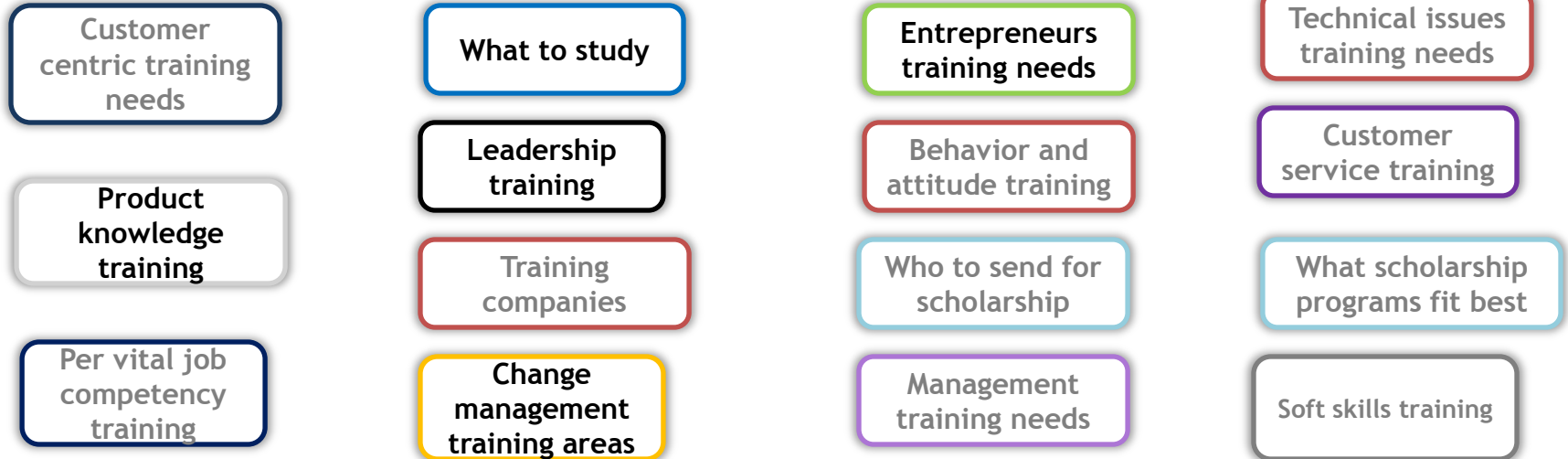
**Ali:**

- Verbal Communication Reasoning
- Problem Solving
- Mind Fitness
- Equation of Math (Basics of Math)
- Positive Thinking
- Motivation
- Teamwork

**John:**

- John has been excluded from job training as his distortion result is 3.

# Training Selection



Assess  
&  
Train



*Thank You*