

PRE and POST TRAINING

1. What is the relevance of Training Needs Analysis (TNA)?

The Training Needs Analysis (TNA) comes in as one of the significant part of the whole training process. Through TNA, the training team will identify certain training needs of employees to improve their respective jobs/tasks (whether it may be technical, non- technical, computer literacy, or moral development).

2. Do I really need to submit a post travel report?

YES, aside from the fact that it is a requirement in the Foreign/ Local Travel Order issued to the official/ employee, a post travel report gauges the applicability of the meeting/seminar and help ascertain that the knowledge, skills, attitudes acquired will be useful to the employee and the organization through the action plan.

It also gives the DOTC HRDD an idea of what transpired in the seminar through the general evaluation of the attendee of the procedures, topics discussed, comments on the conduct of the program. This will be an important input in order for HRDD to evaluate the applicability of the program, and whether it is worth to send additional employees to similar training in the future.

The DOTC HRDD has a database that keeps track of those who have/ have not submitted post travel reports. A subsequent request for a travel authority of a previous availee of foreign travel is not acted upon, until such time that one has complied with all reportorial requirements.

3. What is the importance of an Action Plan after attending a training, seminar and scholarship?

An action plan illustrates or highlights outputs of all the learning the grantee/s gained after attending trainings/seminars /scholarships. Through action plan, the grantee/s will be able to enumerate, identify and execute those learning and apply it to his/her daily tasks and key result areas. These will be then, an application of the new ideas and will eventually be a return of investment, beneficial to both DOTC and the employee. The Action Plan or re-entry Plan, which may be submitted as part of the Post Travel Report or as a separate document, shall include the following items: suggested activities or projects, timeframe and expected output, to be duly noted by the supervisors.

4. Why do we need to conduct an Echo Seminar? We conduct an Echo Seminar in order for the grantee/s to evaluate/assess the relevance of the seminar attended. Considering that only a minimal number of attendees is allowed per Division, it will allow other co-employees to learn new ideas from the seminar conducted.