	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
	Document Name: TRAINING NEEDS ANALYSIS	GP BAI-14 Rev. No.: 01 November 8, 2017 Page: 1/2

1.0 Objectives

- To enhance the capacity of the BAI personnel to operate specific equipment, perform tests, produce desired products and gain confidence in the performance of their duties.

2.0 Scope

- This procedure covers the activities in determining appropriate training programs not only for newly hired staff but also for regular staff to develop their competencies.

3.0 Definition of Terms


4.0 Records

- PL BAI-06 Training Plan
- R-BAI-54 Post-Training Evaluation File
- R-BAI-25 Employee Competence Evaluation File
- R-BAI-87 201 Files of Employee
- PL BAI-07 Personnel Training Program



5.0 References

6.0 Process Flow

FLOW	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> Identify gap between current and required levels of knowledge, skills and aptitude </div>	All SHs form the focus group	<ul style="list-style-type: none"> Refer to GF BAI-165 Training Needs Analysis Form PL BAI-06 Training Plan
↓		
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Identify the trainings needed </div>	All SHs form the focus group	<ul style="list-style-type: none"> Refer to R-BAI-25 Employee Competence Evaluation File
↓		
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Identify the general content of the training </div>	SH/HRD Head	<ul style="list-style-type: none"> Develop the training module
↓		
<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> A </div>		

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<p>A</p> <p>↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Identify personnel that need training</div> <p>↓</p>	DC/QMR/SH	<ul style="list-style-type: none"> • Prioritize according to staff that need to develop more skills to improve service delivery
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Allocate resources</div> <p>↓</p>	DC/QMR	<ul style="list-style-type: none"> • Schedule training • Maximize resources available
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Conduct and evaluate effectiveness of training</div> <p>↓</p>	QMR	<ul style="list-style-type: none"> • GF BAI-107 Training Evaluation Form
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">Personnel assigned to a specific task</div>	SDC/UDC DC/QMR/SH	<ul style="list-style-type: none"> • Update R-BAI-87 201 files of Employees • Evaluate employee again after some time

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