# OF AGRICULTURE OF AGR

#### **BUREAU OF ANIMAL INDUSTRY**

#### GENERAL PROCEDURES

Document Name:

### GP BAI-14

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#### TRAINING NEEDS ANALYSIS

#### 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
Identify gap between current and required levels of knowledge, skills and aptitude	All SHs form the focus group	<ul> <li>Refer to GF BAI-165         Training Needs Analysis         Form         PL BAI-06 Training Plan     </li> </ul>
Identify the trainings needed	All SHs form the focus group	Refer to R-BAI-25     Employee Competence     Evaluation File
Identify the general content of the training	SH/HRD Head	Develop the training module

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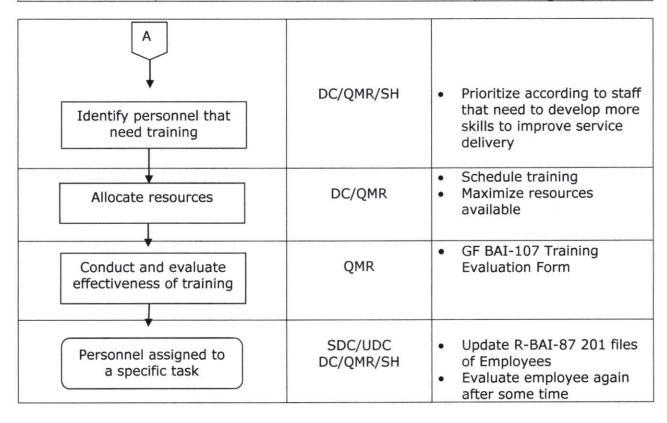
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