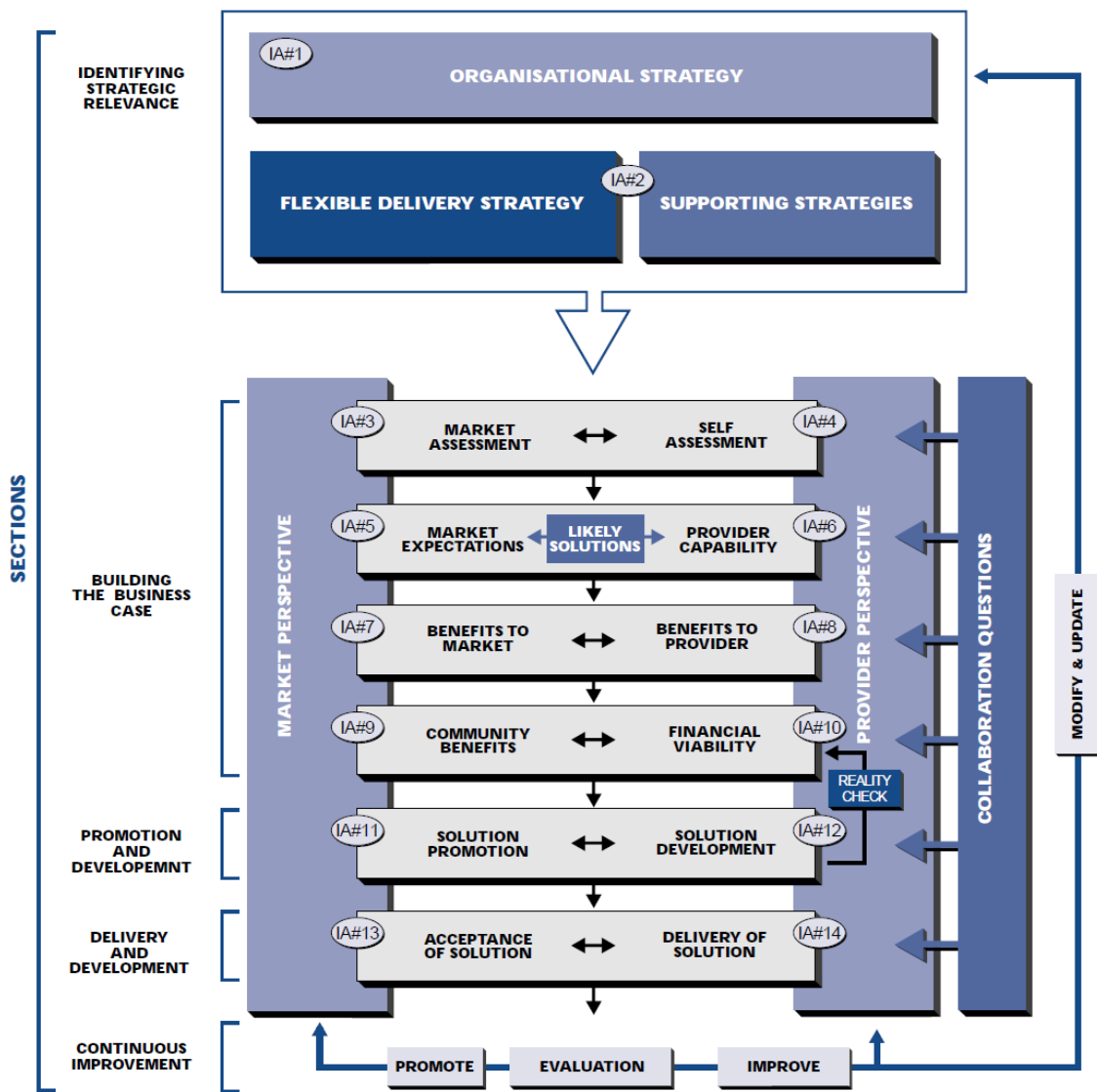


2 Day, Instructional Excellence Training Planning and Budgeting

Workshop Overview

The Training Planning & Budgeting Methodology, as proposed by ISC Technology Inc., and Australian Flexible Learning Framework provides users with a strategic and ordered approach, to the development of learning content and solutions for organizations.



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The Framework focuses on identifying, and addressing, the needs of employees- a group of learners, or clients, with whom the training, learning and development is currently working with or may potentially work with and the needs of corporate roles and KRA's. The Framework recognises that the diversity of training needs of employees --- means there can be no one "best way" of developing learning solutions. Given this diversity the Framework:

Does	Does not
✓ provide a strategic approach	✗ provide a set methodology
✓ provide a structured guide	✗ provide a detailed manual
✓ foster thinking and inquiry	✗ provide a set of answers

Issue
Strategic Planning
Market Understanding*
Communication
Capability Development
Financial Analysis
Collaboration
Project Management
Performance Management
Continuous Improvement

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Workshop Outline

Training Planning & Budgeting Framework:

1. Planning Framework - Identifying the elements needed to structure the training direction
2. Budgeting Framework- Determining the investment
3. Staffing Framework - Determining resources (internal and external) and needed prerequisite skills
4. Business Partnering Framework - Developing a shared responsibility and success plan
5. Organizational Issues Framework – Red flags to look for that could impact the plan and coping strategies
6. Curriculum Development Framework - Discussing best practices for Training Projects
7. Implementation - Rolling out the training; Pros and cons of different approaches

Planning Your Training Project:

- When to Begin
- Level of Effort
- Plan Deliverables
 - Prerequisite end user skills education plan
 - Training staffing plan
 - Training delivery plan
 - Curriculum matrix
 - Budget
- Building a Budget for Training
 - Spending Categories
 - Hardware
 - Software
 - Tools
 - Upgrades
 - Administration
 - Internal Staff
 - Training Developers
 - Consultants
 - Travel
 - Training Support

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2 Day, Instructional Excellence Training Planning and Budgeting

- Vendor Classes
- Team Fun
- Facilities
- On-going Support
- Coordinating Your Budgeting Exercise
- Roll Up & Review
- Staffing the Training Team
- Partnering with the Business


Reality Check

- Can the required benefits be delivered within the budgeted costs?
- Is there a need to modify the benefits to be delivered to meet the budget?
- What impact on the market will any changes have?
- Should the development of the solution be postponed/cancelled?

Roles Needed Throughout the Training Project Lifecycle

Project Preparation	Business Design	Development	Implementation
Training Team Lead	Training Team Lead	<ul style="list-style-type: none"> ▪ Training Team Lead ▪ Instructional Designer ▪ Online Learning Developer ▪ Technical Writer 	<ul style="list-style-type: none"> ▪ Training Team Lead ▪ Trainer ▪ Training Coordinator

- What changes are associated with the development of the Training Providers capability needed to deliver the solution?
- What benefits need to be communicated to Training Provider staff?
- What strategies and actions are required to manage this change?


Document
this

Change
Management
Plan

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2 Day, Instructional Excellence Training Planning and Budgeting

Workshop Format

The workshop uses a variety of experiential sharing methodologies to maximize the learning of the mechanics of effective management of training. These include:

- Reference Material like notes (Hard / Soft Copy) will be provided to serve as an ongoing reminder and reference, covering all parts of the Learning / Training Life Cycle Process and behavioural styles as and when necessary.
- Discussions will relate these principles to participant's own situations, prospects and on-the-job examples.
- Role-Plays / Report Outs are a major part of the program and provide the opportunity to practice effective training management skills using participant's day-to-day job situations.
- Extensive Feedback and Experiential Learning contributes to overall development planning for every individual to become an effective trainer and thus contribute to the learning organization

Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
- Facilitators Travel & Food have to be taken care by the client
- Clients will have to arrange LCD, Speakers, Mike on their own.
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
- Client will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training.
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client.
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of Client and Client shall not use Sieger Trainer's without the knowledge of Sieger Training Consultants (P) Limited.
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training in the event that the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
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