**TASK # 1 (HR)**

**Objective:**

To strengthen the project management abilities of DEN employees in order to increase the efficiency and effectiveness of their initiatives.

**Description:**

Develop and manage training and development initiatives to enhance employee skills such as planning, organizing, controlling, leading, execution, monitoring, and evaluation.

**Training Program:**

Project Management Training Program

**Step # 1. Conducting Training Needs Assessments:**

1. First of all, we have to identify the skills and knowledge required for various roles within the organization.
2. We can do this by conducting different surveys, interviews, and performance reviews to gather data on current skill levels and knowledge gaps between the candidates.
3. Next, we should do the data analysis to determine the training needs.

For its *practical implementation* we should create a survey consisting of the following questions:

1. What skills are essential for your role?
2. Which areas you need more training in?
3. How do you prefer to receive training (videos or interactive sessions)?

**Step # 2. Designing Virtual Training Program**

1. ***Training Needs Assessment:*** To determine the necessary training, use a structured questionnaire. The main topics of discussion should be areas that require improvement, desired skills, and present skills.
2. ***Specify your learning objectives:*** Clearly state the objectives of the training course, e.g., enhancing project planning and execution abilities.
3. ***Select Training Techniques:*** Select the right virtual training techniques (e.g., video-based learning, interactive webinars, simulations).
4. ***Delivery:*** Produce or select instructional materials on project management, including films, slideshows, handouts, and interactive content. Alternatively, decide on the best online training delivery platforms, like Zoom, Google Classroom, or a Learning Management System (LMS).

**Step # 3. Mechanism of Training Evaluation:**

1. ***Pre-Training evaluation:*** To determine baseline knowledge and skills, conduct a preliminary evaluation.
2. ***Post-Training Assessment:*** To gauge progress, do a follow-up evaluation.   
   Participant input on the training's content, delivery, and overall experience can be gathered using feedback surveys.
3. ***Performance Metrics:*** Prior to and following the training, monitor key performance indicators (KPIs) like output, job quality, and staff engagement.
4. ***Follow-Up Sessions:*** Arrange follow-up meetings to discuss any lingering issues and to reinforce what you have learned.
5. ***Continuous Improvement:*** Use the collected data and feedback to continuously improve the training program.
6. ***Feedback Surveys:*** Collect feedback from participants on the training content, delivery, and overall experience.

**Step # 4. Calculate ROI of Virtual Training:**

**Scenario:** As DEN implemented a Virtual Project Management Training Program for its staff. The goal is to improve project efficiency and effectiveness. Let’s calculate **ROI of Virtual Training.**

**Costs:**

* **Development Costs:** RS. 5,000 (creating training materials, platform setup)
* **Delivery Costs:** RS. 2,000 (facilitator fees, software licenses)
* **Participant Costs:** RS. 3,000 (time spent by employees during training)

**Total Costs:** RS. 10,000

**Benefits:**

* **Increased Efficiency:** The training led to a 20% reduction in project completion time, saving RS. 8,000 in operational costs.
* **Improved Performance:** Enhanced project outcomes resulted in additional funding of RS. 5,000 from satisfied donors.
* **Cost Savings:** Reduced errors and rework saved RS. 3,000.

**Total Benefits:** RS. 16,000

**Net Benefits:**

Net Benefits = Total Benefits − Total Costs

= RS. 16,000 − RS. 10,000

= RS. 6,000

**ROI Calculation:**

ROI = Net Benefits / Total Costs ​×100

= RS. 6,000 / RS. 10,000 ​×100

= 60%

**Summary of Calculation:**

The ROI of the virtual training program is 60%. This means that for every rupee spent on the training, DEN gained RS. 0.60 in net benefits.