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**HR INTERN (TASK 1)**

**IDENTIFYING THE PROBLEM**

**INTRODUCTION OF WWF:**

WWF works in nearly 100 countries, collaborating with local communities, transforming markets and policies, and protecting wildlife and habitats. They connect cutting-edge conservation science with the power of their partners, supporters, and various partnerships. However, human activities are putting unprecedented pressure on nature.

**Problem:**

Despite WWF's massive efforts, staff and volunteers still lack the knowledge, abilities, and practical application of conservation techniques. The overall effectiveness and impact of WWF's conservation activities are impacted by this.

1. **Skill Gaps:** Modern conservation techniques, data analysis, project management, and effective communication are among the abilities that staff and volunteers lack.
2. **Knowledge Gaps:** Up-to-date information on the newest conservation science and methods is required.
3. **Implementation Challenges:** Staff and volunteers' differing degrees of knowledge and comprehension lead to uneven application of conservation techniques.
4. **Efficiency Issues:** Inefficiencies in project execution due to inadequate training and development.

**Objective:**

Design and implement effective training programs to address these skill and knowledge gaps, ensuring WWF staff and volunteers are well-equipped to implement conservation strategies effectively and efficiently.

**IMPLEMENTATION FOR WWF**

**1. CONDUCTING TRAINING NEEDS ASSESSMENTS**

* **Survey and Interviews:** Conducted online survey and interviews with WWF staff and volunteers to determine current skill levels and training needs. The questions included:
  + What is your current role within WWF?
  + Rate your proficiency in wildlife conservation techniques on a scale of 1-5.
  + Which areas do you feel need improvement? (e.g., project management, communication, data analysis)
  + What type of training format do you prefer? (e.g., live sessions, recorded videos, self-paced)
  + What specific challenges do you face in your current role that training could help address?
* **Data Analysis:** Identified the top training needs as wildlife conservation techniques, data analysis, project management, communication skills, and fundraising/grant writing.

**2. DESIGNING VIRTUAL TRAINING PROGRAMS, MATERIALS, AND IMPLEMENTATION PLAN**

* **Training Topics:** Selected the top training needs based on the assessment.
* **Course Development:** Developed course materials, including presentations, reading materials, and quizzes.
* **Schedule and Format:** Created a 6-week training program with weekly live sessions and self-paced modules.

**Example:**

* Week 1: Introduction to Wildlife Conservation
* Week 2: Data Analysis Techniques
* Week 3: Project Management Basics
* Week 4: Communication Skills
* Week 5: Fundraising and Grant Writing
* Week 6: Review and Assessment
* **Implementation Plan:** Assigned responsibilities and set deadlines for each part of the training development.

**3. MECHANISM OF TRAINING EVALUATION TO CHECK EFFECTIVENESS**

* Developed assessments to measure knowledge and skills before and after training.

Collected feedback on the training content, delivery, and overall satisfaction.

* Tracked changes in performance metrics using platform analytics.

**4. CALCULATE ROI OF VIRTUAL TRAINING**

* **Cost Analysis:** Calculated the total costs of developing and delivering the training program.
* **Benefit Analysis:** Assessed the benefits gained from the training.
* **ROI Calculation:** Used the ROI formula to determine the return on investment.
* **Example calculation:**

ROI= [(Total Benefits−Total Costs)] / Total cost ​×100%

Total benefit= 39200

Total cost= 20000

ROI= [ 39200-20000] / 20000 x 100

= [19200/ 20000] x 100

=0.96 x 100

= 96%

The hypothetical ROI for WWF's virtual training program is approximately 96%.