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	Date of Issuance October 31, 2014	Date of Effectivity November 3, 2014

LEARNING AND DEVELOPMENTAL NEEDS ANALYSIS PROCEDURE

APPROVALS

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REVISION HISTORY

AUTHOR	REVISED SECTION/PARAGRAPH	REV	RELEASED
Jhanine R. Quio	Initial Release	00	October 31, 2014

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Access Quality Document/Record Catalog system to verify revision.

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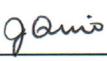
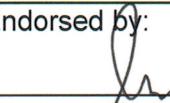
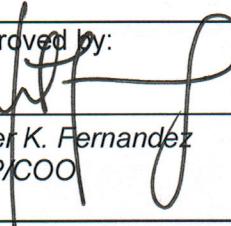
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1. PURPOSE

This procedure describes the basic flow of the training and developmental needs analysis process.

2. SCOPE

This procedure applies to obtaining of needs assessment data, analysis and interpretation of data, development of training and developmental methods, and preparation of the Training and Developmental Plan.

3. RECORDS

- Training and Development Plan

4. ASSOCIATED DOCUMENTS

- Job Description

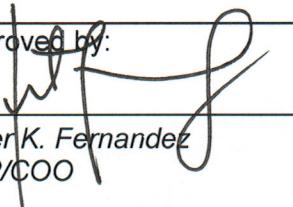
5. DEFINITIONS

- Not Applicable

6. RESPONSIBILITIES

• HROD Group:

- Responsible for the assessment and implementation of the training and developmental needs of the Head Office employees by designing a training and developmental plan.

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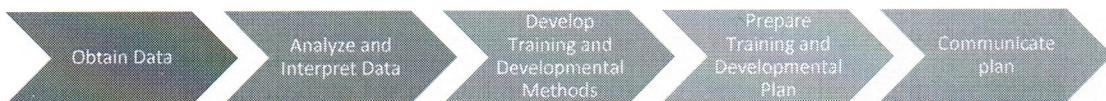
- **Immediate Head**
 - Responsible for providing the HROD Group relevant information crucial for the needs analysis and for assisting the HROD Group in developing training and developmental methods for their respective group.
- **Employee:**
 - Responsible for providing the immediate head relevant information crucial for the needs analysis

7. EQUIPMENT AND TOOLS

- Not Applicable

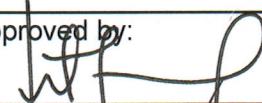
8. PROCEDURE

8.1 Process Flow



8.2 Procedure

1. Obtain needs assessment data. In obtaining data, it is important to get a complete picture from many sources and viewpoints. Strategies for data gathering may include any of the following:
 - Survey Feedback. A learning and performance questionnaire to be answered by the employees, managers, and/or executives

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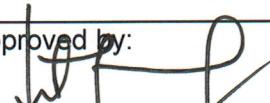
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- Interview. A structured discussion between the concerned employee/ manager/ executive and HROD for the purpose of drawing out further information on the survey results.
- Performance Gaps. Information culled from the accomplished Performance Evaluation tool.
- Job Description. A document that contains the agreed work performance standards, targets and duties and responsibilities including the list of necessary competencies needed to meet job requirements.
- Strategic Plans. The company's business plans or key result areas based on customer requirement, current industry practices, and identified corporate programs for the year.
- Other tools which may be used in assessing training needs of employees. This refers to other company documents, industry trends, etc.

2. Analyze and Interpret Data. HROD Group consolidates the obtained data. Based on the consolidated data, the HROD group, in collaboration with the Department Heads, determines the discrepancy or gap between the desired knowledge and skills and those currently possessed by the employees and defines performance problems.
3. Develop Training and Developmental Methods. The HROD Group gathers possible performance solutions through research and consultation with the Department Heads.

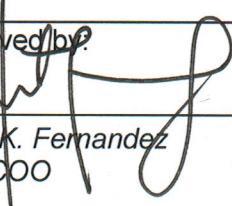
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4. Prepare Training and Development Plan. The HROD Group prepares the Training and Development Plan which includes:
 - Training or Developmental Strategies
 - Training or Developmental Strategies Objectives
 - Time frame
 - Resources and Limitations
5. Communicate Plan. The HROD Group presents the Training and Development Plan to the Operations Committee for approval. Upon approval, communicates the Training and Development Plan to the Department Heads. It is the responsibility of the Department Heads to communicate the plan to their respective group.

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