

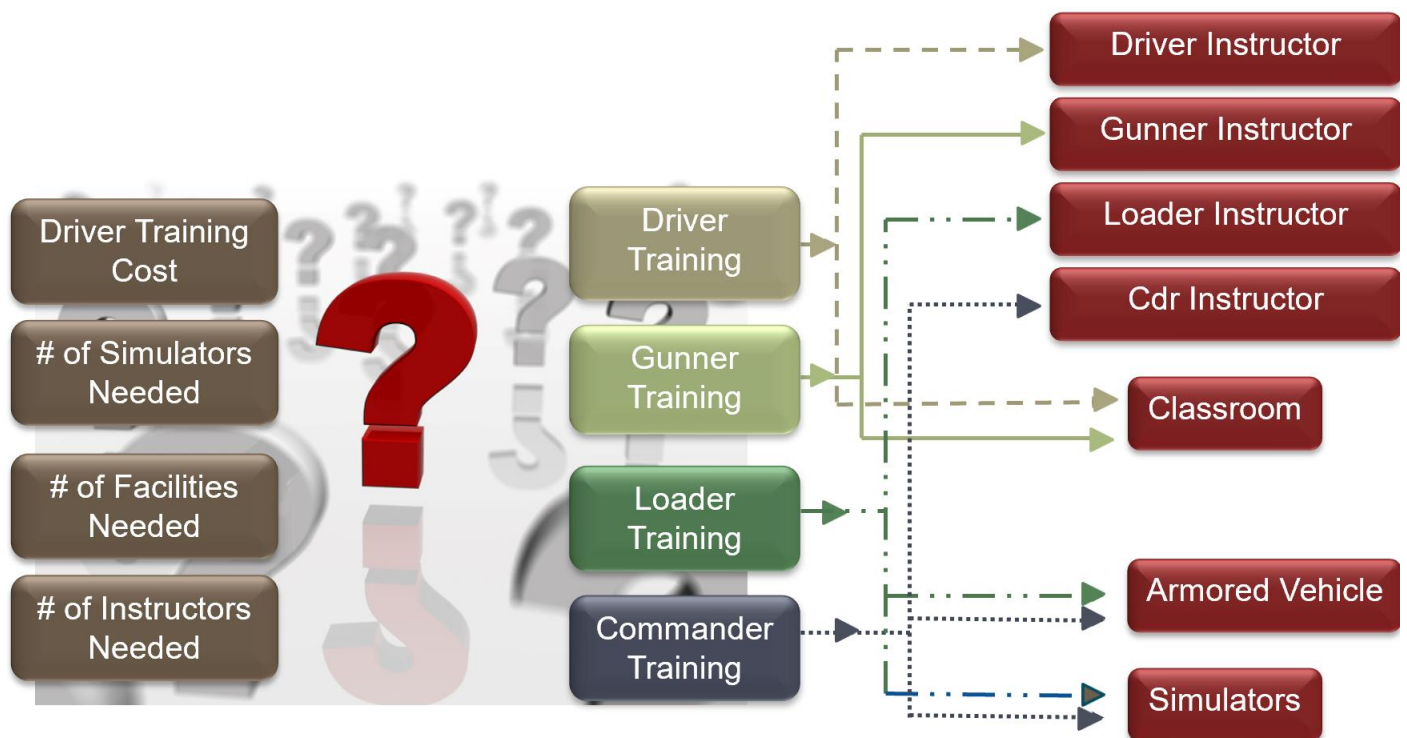


ADVISOR Series

How to Leverage ADVISOR Capabilities 6 of 9

Needs Analysis Design Fidelity **Resources** Management Performance Life Cycle

Resource Management: To find out how much funds, personnel and resources are needed for planned training activities within any time-period. Compiles data from missions/goals, competencies, systems, jobs, tasks, training requirements, and courses/activities to (a) identify planned training activities for any time-period; (b) forecast funds, personnel and resources requirements; (c) identify venues for driving training effectiveness and efficiency and (d) assess training impact.



Step 1.

Define Course Attributes

Objective

Setup course attributes to quickly identify courses that meet specific requirements. By default, all courses are associated with client, manager & time-period. Additional attributes can be defined to quickly zero in on specific parameters. For example, courses delivered in a specific school, location, language, or develop specific skills/competencies and so forth. Process unfolds as follows:

- Setup attributes for each client
- Define options for each attribute
- Assign attributes to courses

Inputs

- ✓ Course Control Documents
- ✓ Subject Matter Experts (SMEs)
- ✓ Desired Outputs

Outputs

- ✓ Course Attributes

Step 2.

Refine Search Criteria

Objective

Refine search criteria by combining course attributes. For example, identify courses that are delivered in a specific location & address a specific skill; or courses that are only delivered in a specific language. Process unfolds as follows:

- Setup search criteria for each client
- Specify the conditions - i.e., attributes to be included or excluded from the search

Inputs

- ✓ Course Control Documents
- ✓ Subject Matter Experts (SMEs)
- ✓ Desired Outputs
- ✓ Course Attributes

Outputs

- ✓ Search Criteria

Step 3.

Training Requirements & Benchmarks

Objective

Identify planned training activities for any time-period & training requirements for each job/employee. Process unfolds as follows:

- Select report type under training requirements & benchmarks
- Specify client, user, delivery option (current or recommended), time-period & search criteria
- Generate report

Inputs

- ✓ Course Control Documents
- ✓ Subject Matter Experts (SMEs)
- ✓ Mission, System & Job Analysis
- ✓ Course Analysis
- ✓ Desired Outputs
- ✓ Course Attributes
- ✓ Search Criteria

Outputs

- ✓ Training Activities Report
- ✓ Training Requirements for Each Job Report
- ✓ Training Requirements for Each Employee Report
- ✓ Benchmark Organization Training Investment Report
- ✓ Benchmark Clients Training Investment Report



Step 4.

Maximize Training Impact

Objective

Drive training effectiveness & efficiency by mapping training courses/activities to operational requirements to identify gaps, duplications & training that is no longer relevant. Improve efficiency further by forecasting & comparing the costs of viable delivery options; identifying centres of excellence; preserving training integrity, and so forth. Process unfolds as follows:

- Select report type under maximize training impact
- Specify client, user, delivery option (current or recommended), time-period & search criteria
- Generate report

Inputs

- ✓ Course Control Documents
- ✓ Subject Matter Experts (SMEs)
- ✓ Mission, System & Job Analysis
- ✓ Course & Solution Analysis
- ✓ Desired Outputs
- ✓ Course Attributes
- ✓ Search Criteria

Outputs

- ✓ Identify Training Creep Report
- ✓ Align Training with Needs Report
- ✓ Identify Interventions Impacted by Change Report
- ✓ Uncover Training Duplication Report
- ✓ Forecast Media impact Report
- ✓ Identify Actions/Training Needed to Meet Goals Report
- ✓ Forecast Training Impact & ROI for Organization/Clients Report
- ✓ Forecast Interventions Impact & ROI for Organization Report
- ✓ Compare Training Budget/Resources & Training Cost per Individual Reports

Step 5.

Forecast Training Budget, Personnel & Resources

Objective

Uncover cost drivers & improve resource allocation by identifying how much funds, personnel & resources are needed for each course & in total; uncovering the type of personnel, resources, & skills needed, available or in short supply; assessing the impact of changes to throughput, course length & delivery method on budget, personnel & resources & so forth. Process unfolds as follows:

- Select report type under forecast training budget, personnel & resources
- Specify client, user, delivery option (current or recommended), time-period & search criteria
- Generate report

Inputs

- ✓ Course Control Documents
- ✓ Subject Matter Experts (SMEs)
- ✓ Mission, System & Job Analysis
- ✓ Course & Solution Analysis
- ✓ Desired Outputs
- ✓ Course Attributes
- ✓ Search Criteria

Outputs

- ✓ Forecast Training Budget Report
- ✓ Forecast Personnel/Resource Requirements Report
- ✓ Forecast Personnel/Resource Requirements per Course Report
- ✓ Forecast Interventions Budget & Resources Report
- ✓ Forecast Training Costs per Individual Report
- ✓ Forecast Revenue & Profit Report



Step 6.

Forecast Training Cost per Client

Objective

Forecast training costs per client. Process unfolds as follows:

- Select Forecast Training Cost per Client under manage projects, personnel & resources
- Specify client, time-period & # of trainees within each course
- Generate report

Inputs

- ✓ Course Control Documents
- ✓ Subject Matter Experts (SMEs)
- ✓ Course Analysis
- ✓ Desired Outputs
- ✓ Course Attributes
- ✓ Search Criteria

Outputs

- ✓ Training Costs per Client Report

Step 7.

Evaluate Costs & Impact

Objective

Assess the costs & impact of training courses/activities by comparing actual costs to forecasts; computing training impact & return on investment (ROI) for organization and clients; and so forth. Process unfolds as follows:

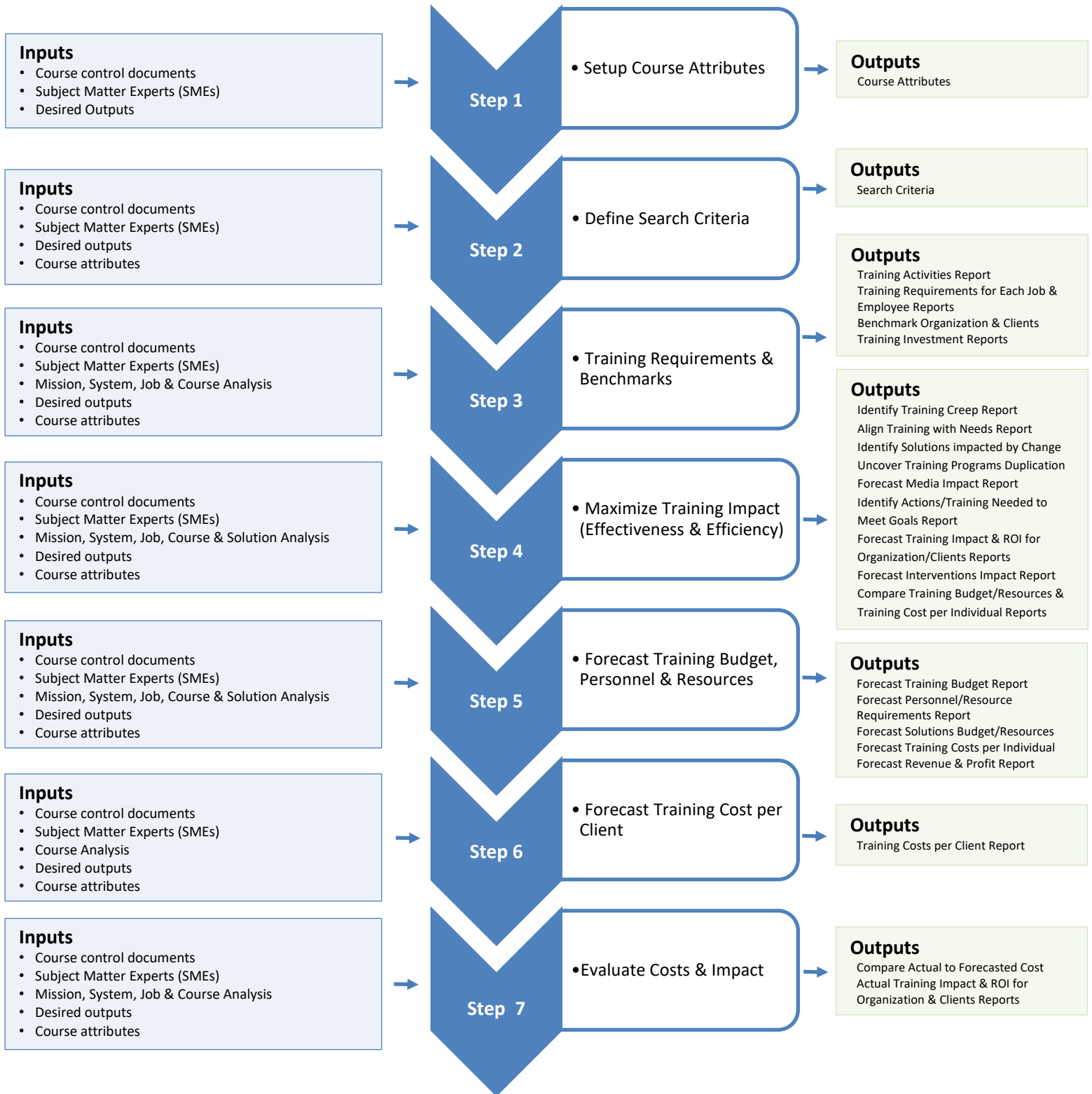
- Select report type under evaluate costs & impact
- Specify client, user, delivery option (current or recommended), time-period & search criteria
- Generate report

Inputs

- ✓ Course Control Documents
- ✓ Subject Matter Experts (SMEs)
- ✓ Mission, System & Job Analysis
- ✓ Course Analysis
- ✓ Desired Outputs
- ✓ Course Attributes
- ✓ Search Criteria

Outputs

- ✓ Compare Actual to Forecasted Costs Report
- ✓ Actual Training Impact & ROI for Organization & Clients Reports



**Contact us today to find out how we can assist you
streamline resource management & drive training efficiency.**