

# Training Program and Skill Assessment

STONY BROOK UNIVERSITY, in partnership with the CYPRESS GROUP, is pleased to offer this course as part of our extensive Quality Management Development training program.

**Course Title:** Training Program and Skill Assessment

**Fee:** \$300

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## Course Description:

Your work force needs training, but where do you begin? What will it cost and how does one "sell" training to the executive group when there are so many other irons on the fire? Learn how to assess your training needs, develop a training control process, and create a training plan that will help your organization grow into the future.

## Objective:

To create a training control process that will identify the skills needed by the organization, prepare a training program to address the needs, and determine the effectiveness.

**Length:**                   **8 Hours**

## Agenda:

1. Develop a training process that supports organizational objectives
2. Utilizing training classes to communicate the corporate philosophy
3. How does training fit within ISO 9000 requirements
4. Identification of business need for training
5. Defining skills needed as well as competencies for each department as well as the company
6. Viewing skills from the individual, department, and interactions with other departments
7. Tools to assist in documenting, communicating, and administering the training process
8. Using performance evaluations with training
9. Determining in house capability or outsourcing
10. Planning – fitting it into an already filled corporate calendar

## Further Information

For further information about this or any of our other courses please email: [sbucet@stonybrook.edu](mailto:sbucet@stonybrook.edu)