

Annexure -1

THE BUSINESS OVERVIEW

The Overview is an outline of the applicant's training setup, addressing what are the most important key influences on how the business operates. The Business Overview is intended to help Examiners understand what is relevant and important to the applicant's role.

The Overview is of critical importance to the applicant because:

- a) It is the most appropriate starting point for writing and reviewing the application, helping to ensure focus on key business issues and consistency in responses, especially in reporting business results; and
- b) It is used by the Examiners and Judges in all stages of application review, including the site visit. (if any)

Guidelines for Preparing the Overview :

- 1. Basic Description of the organisation.
 - a) If the applicant is a subunit of a larger organisation, a brief description of organisational relationship to the parent organisation.
 - b) The nature of the applicant's speciality and services;
 - c) Applicants' major training customers.
- 2. Major equipment, facilities and technologies used for training
- 3. Critical success factors that the organisation has identified as competitive factors
- 4. Details of new business alliances and expansion plans of both main and training unit.

Annexure -2

GENERAL INFORMATION AND DATA ON TRAINING

- 1. Details of your organisation's, Mission, Goal, Objectives and major training Activities.
- 2. Break-up of employees strength with grades.
- 3. Details and broad classification of your clients, for whom you conducted training, during the last 3 years.
- 4. Details of training activities, as under:
 - a) Number of training programmes your organisation conducted during the last 3 years:-

Duration of Programmes	Number of Programmes	
	Incompany	Open House (For external organisations)
● One Week or Less		
● More than one week and less than four weeks		
● More than four weeks		
Total		

- (b) Total No of people trained during the last 3 years.
 - (c) Total No of Training Programme days during the last 3 years.
 - (d) Average participants per teaching faculty during the last 3 years.
 - (e) Overall participants feedback on the training attended (On a five point scale where 1 represents Poor and 5 represents Outstanding)
 - (f) Give details of faculty development plan conducted during the year.
 - (g) Give details of programmes conducted through external agencies.
- 5. Highlight three major achievements of your organisation relating to training during the year.

Annexure - 3

THE QUESTIONS TO BE COVERED IN THE SELF ASSESSMENT REPORT

1. What teaching and learning strategies have been adopted, that make the most difference in closing the gap.
2. What is the Training implementation strategy of the organisation?
3. Does the organisation have a 'Training Process Manual'?
4. How the required continuous learning for the development of individuals based on a needs analysis, design roadmaps, individual training plans and learning goals are ensured.
5. Any measures, initiated to develop emotional literacy and well-being.
6. What are the specific issues that the training organisation are was set out to address.
(Training initiatives may be addressing several needs which may be part of wider programme of organizational changes & development)
7. How do you assess the training needs before undertaking each training programme? Give details? Have you developed any model of training needs assessment?
8. What factors do you consider important before deciding to conduct training programmes for a client?
9. What are the direct & indirect methods used for Faculty development during the year? Any effort in developing line managers as faculty?
10. What percentage of time your faculty members devoted on self development, research, case writing, publishing books and papers, preparing reading material for training ? Give list of Cases/Publications/ Research Projects taken up during the year by each faculty.
11. Details of reflective exercises for staff development, and working with diversities.
12. What percentage of the open programmes constitute new areas and are based on research?
13. While conducting training, what kind of training methodology is being followed by the faculty? Give details of any new training methodology / Technology developed by the organization?
14. How do you create learning environment during the training programmes.
15. What schedule of activities the participants follow during training and out side class hours.
16. Any model that is being used for programme evaluation techniques.
17. Do you take participants written feedback on:
 - Relevance of the training programme for them
 - Reading Materials
 - Boarding and lodging arrangements
 - Enclose a copy of participants feedback form
 - Faculty
 - Infrastructure facilities like Library, Computer Centre
 - Overall training environment
18. Give measures taken to review and follow-up feedback received from the trainers and separately from their employers..
19. Have you quantified the performance standards & targets for training?
 - After the training, how do you assess that the training objectives have been met & match the identified organisational needs.
 - Give details of the cost & resources used for training.
 - How do you ensure that your training designed & approached meet the organisational needs and the training objectives.
 - Give details of your training plans and feed back on training delivery.
 - How do you measure the results of your training effectiveness.
20. What measures do you take for continuing improvement of the quality of training.
21. Have you conducted any training impact measurement study? If yes, give details.
22. Have you developed training competency model for yourself covering the following roles or how else this is being processed?
 - (a) Administrator role
 - (b) Faculty role
 - (c) Research role
 - (d) Consultant role
23. How do you dovetail training strategy into manpower planning system covering all areas including career & succession planning?
24. Any other training initiatives tried with success.

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