

Training Outline



OSHE Management System Training Series

Training Needs Analysis for Oil Palm Plantations

Overview

Conducting training is obligatory for any oil palm organizations now as they are required to comply with the mandatory national sustainability standard – MSPO.

This training is to guide them to demonstrate conformity to the requirement of the standard on training. It is presented in the framework of how MSPO standards address the subjects of training as core activities that needs to be planned properly. Proper training relates to an organizations' aspiration and effort to achieve its goals and objectives by structurally improving on the skill and ability of its workforce. The training is organized in 6 modules, covering all the components of the training cycle with focus more on Training Needs Analysis. We have the whole course prepared with samples of templates with records applicable in the setting of a typical oil palm plantation.

We offer a sample of Training Procedure which is customizable according to the actual setting of the organisation.

Learning Outcomes

By the end of the training, delegates will be able to:

1. Understand the importance of conducting Training Needs Analysis
2. Comprehend the stages of training processes
3. Relate how training is a core activity to be addressed in MSPO implementation
4. Differentiate between MS2530: 2013 and MS2530:2022 on training.

As such, delegates will learn to:

- ✓ Conduct Training Needs Analysis
- ✓ Memorize the components of a training cycle and how they relate
- ✓ Prepare Training Plan
- ✓ Conduct training effectively

- ✓ Produce training report

Target participants

This course is beneficial for:

- ✓ All individuals in organizations conducting training
- ✓ It is equally beneficial for MSPO appointed personnel
- ✓ Safety and Health Officers, Managers, Executives / Supervisors

Course Outline

Training Needs Analysis / Assessment

- ✓ Types of Training Analysis
- ✓ Training Participants - 'employees', 'contractors', 'smallholders', 'service providers'
- ✓ Job Descriptions
- ✓ Performance Appraisals
- ✓ Skill / Performance Matrix

MSPO Training Requirement

- ✓ Organisation Goals and Objectives
 - MSPO Policy
 - Performance Targets - Productions
- ✓ MS2530: 2013 vs MS2530: 2022 on Training
- ✓ Hazard Identification and Risk Assessment
- ✓ Environmental Policy and Environmental Management Plans
- ✓ Other Policies
- ✓ Procedures on Complaint and Grievances
- ✓ New Equipment and Systems

Training Designs

- ✓ Type of Training
- ✓ Scope of Training
- ✓ Training Subjects
- ✓ Delivery Methods
- ✓ Venues
- ✓ Trainers
- ✓ Duration
- ✓ Training Objectives
- ✓ Costs

Training Plan / Program

- ✓ Training Schedule
- ✓ Training Materials
- ✓ List of Trainees
- ✓ Notification

Training Implementation

- ✓ Preparation
- ✓ Attendance
- ✓ Delivery
- ✓ Breaks
- ✓ Getting Feedbacks

Training Evaluation

- ✓ Analyzing Feedback
- ✓ Training Report
- ✓ Training Matrix

Additional Value

We offer sample of Training Procedure to be customized according to the organisation actual structure.

Contact Information

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<https://www.facebook.com/ms2530>

Trainer Profile: <http://osh-isis.com/outline/edw.pdf>

Trainer Profile: <http://osh-isis.com/outline/dmn.pdf>

Why Us

Why OSH-ISIS Shall Be Your Preferred Partner

OSH ISIS provide a professional services motivated to design management system through dynamic platform for industry stakeholders.

More view on our system (click for viewing):



Simplified Management System



Hyperlinked Management System

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OSH-ISIS Provide Solution for:



OSH Training OSH Smart Tool OSH Consultancy OSHE&Q Facilitation

	https://youtu.be/Nk4OVIO_kcUA	e-HIRARC Program. A smart tool for assessing risk and danger at workplace	Sample: http://osh-isis.com/hirarc.xlsx
	https://youtu.be/ojkhfwsJv_vE	Integrated Safety Inspection System. An integration program to comply OSH-related laws and OHSAS 18001	Sample: http://osh-isis.com/isis.xls
	https://youtu.be/D8Xotr76_cw	An effective management of OSH legal	