

LEARNING AND DEVELOPMENT (L&D) PROCESS FLOW

ANALYZE

The TDD shall identify L&D interventions based on the:



1. list of newly-hired employees from Personnel Division
2. Individual Development Plan (IDP) as a result of Competency Assessment. In case of newly-appointed, promotion, and reassignment, employees shall submit a new IDP based on their current functions. Areas for improvement in the IPCR shall form part of the development plan.
3. Felt Needs
4. Top Management instructions

The top development priorities based on the consolidated IDPs will be part of the 3-year L&D Plan.



DESIGN

The TDD shall conduct exploratory meeting with Subject Matter Expert (SME), and prepare learning design using the approved format with detailed Training Activity Plan, in accordance with the 3-year L&D Plan.



DEVELOP

Program schedule, identification of low-cost to no-cost resources on venue and SMEs, learning approaches/ activities, and the 4As (activity, analysis, abstraction, application) shall be determined prior to training implementation.



IMPLEMENT

The TDD shall conduct pre-course activities, facilitate and integrate learning, document proceedings, issues and concerns, and administer post-course activities (e.g., training and SME's evaluation). A certificate of completion shall be awarded for those who have met at least 80% of the total number of training hours and completed the documents as required by the course.

A training report shall be submitted within fifteen (15) days.

EVALUATE

After completion of the course, the TDD shall conduct monitoring and evaluation of the employee's action plans using the M&E tools/forms within the prescribed period.



All offices shall submit the M&E Report to their respective Human Resource Development Committee.

The annual consolidated M&E Report of the regions and bureaus shall be submitted to the TDD-HRDS on or before second Friday of January.



TRAINING AND DEVELOPMENT DIVISION
HUMAN RESOURCE DEVELOPMENT SERVICE

Contact Nos.: 8426-3852; (02) 8248-3367 loc. 1065, 1066, 1201

Email address: hrds-tdd@denr.gov.ph

FB Page: Training & Development Division [etdd.denr](https://www.facebook.com/etdd.denr)