Group Report on Training and development Guideline.

* Identify an organization and writes its back ground.
* Analyze the organization and find its existing training and development processes.
* State the strengths and weaknesses of the training and development program currently in place.
* Using what you learned in the classroom, Suggest suitable recommendations and possible future training programs for the organizations.
* Your recommended training program should have a suitable break down of the following –

1. Training need analysis
2. Duration of the training program
3. Content of the training program
4. Delivery of the training program
5. Evaluation of the training program

Your report should contain the following sections –

1. Cover page with all the name and id of group members
2. Executive Summary
3. Table of content
4. Background
5. Analysis
6. Recommendation
7. Conclusion
8. Appendix ( References and Bibliography)

The power point slides should cover the main body of the report and explain the whole report with emphasis put on designing the power point slides. IT should not be too cluttered or too messy. It should look classy and elegant.

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| **Category** | **Scoring Criteria** | **Total Points** | **Score** |
| **Organization**  **(15 points)** | The type of presentation is appropriate for the topic and  audience. | 5 |  |
| Information is presented in a logical sequence. | 5 |  |
| Presentation appropriately cites requisite number of references. | 5 |  |
| **Content**  **(45 points)** | Introduction is attention-getting, lays out the problem well, and  establishes a framework for the rest of the presentation. | 5 |  |
| Technical terms are well-defined in language appropriate for  the target audience. | 5 |  |
| Presentation contains accurate information. | 10 |  |
| Material included is relevant to the overall message/purpose. | 10 |  |
| Appropriate amount of material is prepared, and points made  reflect well their relative importance. | 10 |  |
| There is an obvious conclusion summarizing the presentation. | 5 |  |
| **Presentation**  **(40 points)** | Speaker maintains good eye contact with the audience and is  appropriately animated (e.g., gestures, moving around, etc.). | 5 |  |
| Speaker uses a clear, audible voice. | 5 |  |
| Delivery is poised, controlled, and smooth. | 5 |  |
| Good language skills and pronunciation are used. | 5 |  |
| Visual aids are well prepared, informative, effective, and not  distracting. | 5 |  |
| Length of presentation is within the assigned time limits. | 5 |  |
| Information was well communicated. | 10 |  |
| **Score** | **Total Points** | **100** |  |

Presentation Scoring Criteria: