

2023/2024 DTC Annual Training Plan Proposal

1. Introduction:

This training plan proposal aims to outline a comprehensive training program to enhance skills, knowledge, and performance within Dusit Thani College. By investing in employee development, this proposal seeks to foster a skilled workforce, improve job satisfaction, and contribute to the overall growth and success of the organization.

2. Training Objectives:

- 1) Identify specific skills gaps and knowledge deficiencies among employees.
- 2) Enhance technical, interpersonal, and leadership skills.
- 3) Increase productivity and performance.
- 4) Improve employee engagement, job satisfaction, and retention.
- 5) Ensure compliance with college regulations and standards.
- 6) Foster a collaborative and innovative work culture.

3. Training Methods and Activities:

- 1) Inhouse Training: Organize interactive workshops and activities in relevant fields to share insights, facilitate discussions, and promote knowledge exchange among employees.
- 2) E-learning: Utilize digital platforms, such as online orientation to facilitate self-paced learning and allow employees to access training materials anytime, anywhere.
- 3) Outside Training: Outside Training often features thought leaders and experienced professionals who can share their insights, specialized knowledge, and best practices. This exposure to external expertise can significantly enhance the skills and knowledge of our employees.
- 4) Assessments and Evaluations: Conduct pre-training and post-training assessments to measure the effectiveness of the training program and identify areas for improvement.

4. Training Roadmap and Budget:

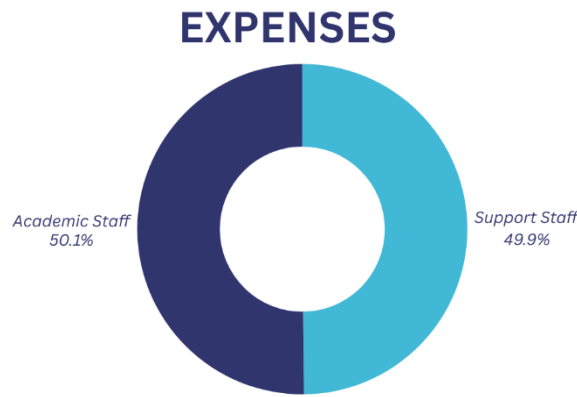
1)Timeframe

The annual training plan functions for the academic year (August 2023 -July 2024) and will be divided into 3 phases to conveniently track and monitor the progress of the training plan as follows:

- Q1 = August 2023 - November 2023
- Q2 = December 2023 - March 2024
- Q3 = April 2024 - July 2024

2)Budget

DTC provides budget annual training of 1,023,000 baht (one million and twenty-three thousand baht) covering internal and external training. The training budget was divided into two categories 1) Training budget for Academic Staff (513,500 Baht) and 2) Training budget Support Staff (510,000 Baht).



5. Training Roadmap



6. Training Courses

Courses Title	Provide by	Expected Participants	Expenses (THB)
6.1 โครงการ การพัฒนาทักษะการใช้เทคโนโลยีสำหรับการทำงาน (การใช้ Microsoft Excel, Microsoft Outlook, Microsoft Calendar) ชั้นเทพ	Zeph Kai Norrish, คุณประพัทธ์พงษ์ งามดี, คุณอรรถวัฒน์ เพชรดี	30	-
6.2 สุขภาพดีทั้งกายใจ ท่างไกลโรค Workshop	Mercer	50	-
6.3 Workshop Faculty Workload Calculation&Evaluation	Asst.Prof.Dr.Wacharakorn Mayuree, Paron Lekhakul	80	-
6.4 Individual Development	HR	All Employees	700,000
Orientation Re-Orientation Dusit Graciousness Fire Drill and Evacuation First Aid and CPR	HR	All Employees	30,000
Total			730,000

7. Evaluation

To get successful in doing the annual training plan, Human Resources department has proposed the key indicators and the measurements as below:

Key Success Factors	Key Indicators	Measurements
Budget expenditure	Internal Budget 800,000 External Budget 328,000	81% and above = 5 61-80% usage = 3 51-60% usage = 1 Below 51% usage = 0
Outcome of training	The number of employees take the DEPT Test:	> 90% = 5 81-90% = 4 71-80% = 3 61-70% = 2 51-60% = 1 < 50% = 0
	Employee satisfaction how we organize the training plan in terms of: 1)Sufficient date and time 2)Learning outcome 3)Quality of Guest Speaker 4)Training Content	Score > 81% = 5 Score 61-80% = 3 Score 51-60% = 1 Score Below 51% = 0

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