

# Common Acronyms

## Organisational

FY	-	Financial Year
ITT / PQQ / RFQ / RFP	-	Invitation to Tender/Pre-Qualification Questionnaire/Request for Quotation/ Request for Proposal
PSL	-	Preferred Supplier List
ROI	-	Return On Investment

## Departmental

CPD	-	Continuous Professional Development
HRD	-	Human Resource Development
PDP / PDR	-	Personal Development Plan/Review
T&D/L&D	-	Training & Development/Learning & Development
TNA / LNA	-	Training Needs Analysis/ Learning Needs Analysis

## Training Methods

AC / DC	-	Assessment/Development Centre
AL	-	Accelerated Learning
CBT	-	Classroom Based
DL	-	Distance Learning
IL	-	Instructor Led
JITT	-	Just in Time Training
LMS	-	Learning Management System
OJT	-	On the Job Training
WBT/ CBT	-	Web/ Computer Based Training

## Common Subjects & Models

EI / EQ	-	Emotional Intelligence/Quotient
KAS	-	Knowledge, Attitudes & Skills
LDP/ MDP	-	Leadership/ Management Development Programme
MBTI	-	Myers Briggs Type Indicator
NLP	-	Neuro Linguistic Programming
PEST	-	Political, Economic, Social, Technological
PM	-	Performance Management
PM	-	Project Management
SDI	-	Strengths Deployment Inventory
SL11	-	Situational Leadership 11
SMART	-	Specific, Measurable, Agreed, Realistic
SWOT	-	Strengths, Weaknesses, Opportunities, Threats
TA	-	Transactional Analysis
VAK	-	Visual, Auditory, Kinesthetic
WIIFM	-	What's in it for me!
WLB	-	Work/Life Balance