

# CONDUCTING COMPETENCY-BASED TRAINING NEED ANALYSIS (TNA)



📅 9 & 10 February 2015 (Mon. & Tues.) 📅 9.00 am – 5.00 pm 📍 Prescott Metro Inn Hotel, KAJANG

## INTRODUCTION

Although the training needs assessment is essential for effective efforts, this important component of training and development is often ignored. An effective analysis of training needs assess the needs of individuals and matches these needs to organisational objectives. This allows the organisation's management to agree and implement coordinated, cost-effective and cohesive training programmes.

This 2-days interactive workshop presents a systematic approach on carrying out a competency-based training needs analysis.

## OBJECTIVE

Upon completion of this workshop, participants will be able to :

- ◆ Identify organizational issues currently influencing the subordinates functional and developmental training needs
- ◆ Identify the organisation's training needs through needs assessment which utilises a variety of data collection methodologies including surveys, focus groups and interviews
- ◆ Conduct an effective TNA to successfully identify suitable organisational, functional/technical, personal behavioural competencies and skills required to meet organisational vision
- ◆ Prepare strategic training plans for the organisation in order to improve competence and achieve more accurate results

## WHO SHOULD ATTEND

Managers, Assistant Managers and Executives who make decisions about training and involved in analyzing, designing, and implementing organisational training plans.

## METHODOLOGY

Lecture, Group Discussion and Activities.

## TRAINER

**Mr Gan, is a PSMB approved Trainer.** He holds the Bachelors Degree in Economics and Master in Business Administration. During his studies on masters, he specializes in the area of Management. With a combination of Economics & Management, has made him a sought after facilitator in various aspects and areas of training. **He is extremely fluent in Bahasa Malaysia and English** and this helps him to truly reach all level of his audience. **Gan** has more than **12 years** of working experience both in manufacturing as well as service sector. He has served in one of the Malaysia's well-known fast food chain as the manager, before he joined the manufacturing in the paper board packaging industry. He held a senior position in the industry before he left and joined a reputable trade organization. Here is where, he equipped himself with vast knowledge and experience of industries and had presented several papers on industries to the government agencies / departments. His experience ranges from industries such as manufacturing, academic, retail and others. He has trained several manufacturing as well as servicing companies all over the country in the area of supply chain, management, supervisory, motivational, etc. He has been described as an inspiring and dynamic speaker. **Gan** has coached and trained over hundreds of participants including senior executives, executives, supervisors, clerical staff and many others. Currently, he conducts training programs in the area of supply chain, management, supervisory, clerical, motivational, outdoor/indoor teambuilding and good work attitude. He conducts these programmes both in **English and Bahasa Malaysia.**

## FEES

**RM 899/per participant**

(Fees include Program Materials, Refreshment, Lunch & Certificate of Attendance)

## REGISTRATION & PAYMENT

- Please scan & email the completed form to: [achievertac@gmail.com](mailto:achievertac@gmail.com)
- Cheque with correct payment made in favour of "ACHIEVER TRAINING AND CONSULTANCY SDN. BHD.", must be forwarded to us **before or on** the program date **OR**
- Payment by cash needs to be banked-in **before** the program date & bank-in slip to be faxed to us **OR**
- Walk-in participants must pay **cash** on the program day.

## CANCELLATION PROCEDURES

- ANY CANCELLATION OF REGISTRATION SHOULD BE IN WRITING TO US
  - Cancellation within 3 days prior to the program - no refund \* Cancellation between 4 - 5 day - 50% refund \* Cancellation 6 days prior to the program - full refund
- REPLACEMENT IS ACCEPTABLE WITH NO ADDITIONAL COST-

For further enquiries and registration, please contact us at:

Tel: +6.019.678 5722

E-mail: [achievertac@gmail.com](mailto:achievertac@gmail.com) / [achievertac1@gmail.com](mailto:achievertac1@gmail.com)

Website: <http://achievertac.weebly.com>

FEES:

**RM 899/pax**

FREE!

**GOODY BAG**

## COURSE CONTENT

1. **UNDERSTANDING THE TRAINING & DEVELOPMENT**
  - Training, Development and Education
  - Benefits of Training and Development
  - The competency-based training approach
  - Employee competencies and the TNA
2. **TNA - TRAINING NEEDS ANALYSIS**
  - Why, when & the need to conduct TNA?
  - TNA and competency-management
3. **3 LEVELS OF NEEDS ASSESSMENT**
  - Organisational, Job/Task analysis & Individual/Person analysis
  - Integration of the 3-level analysis
4. **THE TNA PROCESS**
  - Using competencies to determine training needs
  - Determining and finalizing the RCL and CCL
  - Performing the competency gap analysis
  - The 4-Step competency-based TNA process
5. **TRAINING NEEDS ASSESSMENT TECHNIQUES**
  - TNA technique selection guidelines
6. **CASE STUDY ON TNA**
  - Case study briefing
  - Group work on TNA case study
  - Presentation of case study
  - Feedback and comments session

## REGISTRATION FORM

Dear Sir,

Please register the following participants for the above program:

1.	Name	
	Designation	
	NRIC No	
2.	Name	
	Designation	
	NRIC No	
3.	Name	
	Designation	
	NRIC No	
4.	Name	
	Designation	
	NRIC No	
5.	Name	
	Designation	
	NRIC No	

Enclosed is our cheque / bank draft no. .... for RM ..... being payment for the registration of ..... participant(s) made in favour of the "ACHIEVER TRAINING AND CONSULTANCY SDN. BHD."

Submitted by:

Name: .....

Designation: .....

Company: .....

Address: .....

.....

Tel No.: ..... Fax No.: .....