

Access Ideas (M) Sdn. Bhd.

HRD Corp Training Needs Analysis

Training Needs Analysis (TNA) is a critical exercise that enables a more targeted training intervention to be carried out for employees. Although TNA can be a tedious exercise for some, if strategically planned and executed, it will prove to be a very worthwhile endeavor in the long run.

This course will give participants a holistic overview of TNA, how to get started and what to pay attention to in order to succeed.

At the end of this 2 days programme, participants will be able to:

- ✓ **Recognise the content of a TNA Framework**
- ✓ **Determine the scope of TNA**
- ✓ **Identify the TNA process preparations**
- ✓ **Evaluate the effectiveness of a TNA exercise**

**TARGET
PARTICIPANTS**

This course is designed for trainers, training managers, training executives, training officers, training coordinators, and training administrators, who want to enhance their ability to conduct basic Training Needs Analysis (TNA) process and develop the Training Plan based on the findings identified during the TNA exercise.

**COURSE
CONTENT**

**2
DAYS
TNA**

Module 1: Overview of Training & TNA in an Organisation

- HR Function & Training
- Introduction to TNA and Training Cycle

Module 2: The TNA Exercise

- TNA Framework
- The Process of TNA
- Determine Data Gathering Method
- Tools for Data Gathering

Module 3: The TNA Output

- TNA Report
- Annual Training Plan

Module 4: Evaluating Training

- Concept of Evaluation
- Evaluation Model
- Elements in Each Level of Evaluation

Note:

Participant are encouraged to conduct a real-case TNA for their own functional working unit during the course's practical exercise.



Case Study

**WORKABLE
TNA
FRAMEWORK**



**Group
Exercise**

**INTERACTIVE
KNOWLEDGE
SHARING**

**TRAINING
METHODOLOGIES**

Interactive knowledge sharing, quiz, case studies, group activities, mock up training session and pre and post test assessment

**TRAINER'S
PROFILE**

Ahmad Fauzan Othman, is an approved lead trainer for HRD Corp Train-the-Trainer certification course since 2014 and has trained various level of employees from the private and public sector. His forte is on Trainer's Development and competency framework.

Fauzan is also an author of management and motivational books. He was a former Japanese language "sensei" and had taught the language to adult learners since 2006.

His list of clients include, amongst others, MIROS, PERODUA, CEDAR, Bosch-Rexroth, Permintek Sanko, AmMetLife, ING Insurance Berhad, Eraman (Airports Niaga Berhad), TNB, UDA Holdings Berhad, LHDN, MPOB, AVON, City-Link Express, TELEKOM Smart School, Wacoal, Kementerian Dalam Negeri, Kementerian Pembangunan Wanita, Keluarga & Masyarakat, and many more.

**FURTHER
ENQUIRIES**



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