



**RM 1280**  
**PER PERSON**  
(INCLUDING 8% SST)

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-day-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.

## Training Methodologies

Interactive knowledge sharing, quiz, case studies, group activities, and pre and post test assessment

2  
DAYS  
TNA

## Course Content

### 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

## Trainer Profile

**Ahmad Fauzan bin Othman** is an award winning Malaysian trainer, author, and entrepreneur.

On social media, he is known as "The Idea Sensei" for his Japanese education background and for founding the highly sought-after HRD Corp Train-The-Trainer Certification Course training provider and publishing firm Access Ideas (M) Sdn. Bhd.

His journey in the training world has been anything but inspirational. He started teaching basic Japanese language to his fellow colleagues voluntarily after working hours and found joy in developing others.

He then pursued a career shift and landed a job as a Training Consultant and worked his way up, eventually leading to his colourful portfolio as a full-time freelance trainer, TTT Lead Trainer, and a successful training business owner.

It is with these real-life experiences that he has inspired, mentored, and coached more than a thousand local and international trainers to realise their true potential.

In 2023, Fauzan won the prestigious HRD Award under Trainer category for the Central Region. He is truly the embodiment of a trainer's trainer!

Follow his tips via [#TipsForTrainers](#)

**IN-HOUSE  
TRAINING  
CAN BE  
ARRANGED**

## Further Enquiries



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## Registration Link

**Sign up for our Training Needs Analysis Programme**

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**Scan to register**