



IN-HOUSE  
TRAINING  
CAN BE  
ARRANGED

Access Ideas (M) Sdn Bhd

# Competency Gap Analysis Workshop

This customised programme combines a training and workshop approach to produce the desired outcome of providing the organisation with the right know-how and know-why to develop a workable framework for employee future training interventions.

**At the end of this training programme, participants will be able to:**

- Evaluate the validity of information in a job description.
- Produce a competency list for training needs analysis.
- Produce a workable framework for career path development.

## Target Participants

Management level and above

## Training Methodologies

This stimulating programme will maximise the understanding and learning of concepts through interactive knowledge sharing, stimulants, breakout group case study discussion and off-session assignments.

## Course Content

### Introduction to Programme

- Session Setting
- Overview of Learning & Development
- Overview of a Competency Model
- Five (5) Level of Proficiency

### Module 1: Defining the Organisational Needs

- Discuss the parameters of an effective organisation
- Identify the common competencies applicable to the organisation

### Module 2: Defining the Departmental Needs

- Identify the specific competencies required by each department
- Review: Are the competencies aligned to the vision and mission

### Module 3: Employee Competency Framework

- Brainstorm and determine the approach for assessing employee competency gap.
- Action Plan: What's next for the organisation

## Trainer Profile

**Ahmad Fauzan Othman** is the Lead Trainer for HRDC Train-the-Trainer certification course and has trained various levels of employees from the private and public sectors. He has been in the training industry since 2007, delivering topics on self-development towards personal and team productivity.

Fauzan specialises in Trainer competency and training development, having designed and conducted many workshops on competency development, training needs analysis, instructional system design, evaluation on the effectiveness of training, and strategic succession planning.

He has also been actively writing and has published more than 15 books to date on self-development and training-related topics. Coming from a Japanese education and Japanese work culture experience background, he incorporates concepts like IKIGAI, KAIZEN, and others into practical and workable templates for improving self and team productivity.

His list of clients includes a wide range – from MNC companies to government bodies. Among his past participants were Sime Darby, PERODUA, Molex, Apex Investment, AmMetLife Takaful, SME Bank, BSN, Eraman (Airports Niaga Berhad), UDA Holdings Berhad, LHDN, MPOB, AVON, Kementerian Dalam Negeri, Kementerian Pembangunan Wanita, Keluarga & Masyarakat, UniSZA, and many more.