

CERTIFIED TRAINING NEEDS ASSESSOR

Conducting Effective Training Needs Analysis (TNA), Training Implementation & Training Evaluation



RM 4,500

100% HRDC Claimable

Malaysia HR Forum Academy,
MENARA PKNS Petaling Jaya



Kat Han Teng

IGNITE YOUR L&D IMPACT: UNLOCK THE POWER OF TRAINING NEEDS ANALYSIS IN 5 DAYS!

Are you ready to transform your L&D efforts from good to great? This powerful 5-days Certified Training Needs Analysis (CTNA) will equip you with the essential skills to uncover crucial skill gaps hindering your organization's goals.

BECOME A DATA-DRIVEN L&D ROCKSTAR:

- Master information-gathering techniques
- Analyze data to prioritize the right training needs
- Design targeted training programs with maximum impact

This is more than just training - it's a springboard for your L&D journey!

WHY YOU CAN'T MISS THIS:

- Beginner-friendly: No prior L&D experience needed - just a passion for employee growth
- Interactive and engaging: Gain hands-on experience through exercises and discussions
- Actionable insights: Walk away with a clear roadmap for implementing CBT in your organization

Bonus! : Earn a valuable participation certificate to showcase your newfound L&D knowledge.

TARGET PARTICIPANTS

This course is intended for HR and Training Personnel who manages Learning & Development portfolio



LEARNING OBJECTIVES

Module 1: Introduction to TNA

- Explain what is TNA & its benefits
- List down the 3 Levels of TNA
- Explain the 7 Steps in Conducting an Effective TNA

Module 2: Implementing Competency-Based TNA

- Explain Competencies
- Carry out Competency Gaps Analysis
- Prepare the 7 deliverables after a TNA Exercise

Module 3: Measuring Training effectiveness & ROI

- Explain what is Competency Based Assessment
- Utilise the Models of Training Effectiveness in Planning Training Effectiveness Monitoring

LEARNING OUTCOME

Upon completion of the programme, participants will be able to: Prepare a plan for the identification of current and future training needs. Select and use information-gathering techniques effectively. Analyse the information to prioritise training needs.

Limited seats available.

Register today and take the first step towards a thriving L&D strategy!

METHOD OF TRAINING

- Interactive Learning Mode / Discussion
- Slides Presentation
- Role Play / Games
- Self- Reflection / Action planning

DURATION

3 Days



CONTENTS 9 AM - 5 PM

MODULE 1: INTRODUCTION TO TNA

- Explain what is TNA & its benefits
- List down the 3 Levels of TNA
- Explain the Pros & Cons of Each Training Data Collection Methodology.

CONTENT OF MODULE 1: INTRODUCTION TO TNA

- 1.1 Definition of TNA
- 1.2 Benefits of TNA to Organization, Department & Individual Employees
- 1.3 The 3 Levels of TNA – Organizational, Operational & Individual
- 1.4 Deep Dive into each Level of TNA
- 1.5 Methodologies of TNA Data Gathering

MODULE 2: IMPLEMENTING TNA

- Carry out the 7 steps of TNA
- Prepare the 7 deliverables after a TNA Exercise

CONTENT OF MODULE 2: IMPLEMENTING TNA

- 2.1 The 7 Steps of TNA
- 2.2 The 7 Deliverables of TNA

MODULE 3: MEASURING TRAINING EFFECTIVENESS & ROI

- Explain what is Competency Based Assessment
- Utilise the Models of Training Effectiveness in Planning Training Effectiveness Monitoring
- Gather & Study Data on Training Effectiveness
- Calculating ROI & Presenting to Senior Stakeholders.

CONTENT OF MODULE 3: MEASURING TRAINING EFFECTIVENESS & ROI

- 3.1 Introduction to Competency-Based Assessment
- 3.2 Kirk Patrick Model of Training Effectiveness Assessment
- 3.3 Method of Gathering Training Effectiveness Data
- 3.4 Having the End in Mind- Revisiting Your Learning Outcomes
- 3.5 Process of Calculating ROI
- 3.6 Isolating the Effects of Other Factors in Calculating ROI.

